



SECRETARY/ADMINISTRATIVE ASSISTANT

Regular, Full-time

JOB SCOPE: Under the direction of the Business Manager, CBRPS or designate, the Secretary / Administrative Assistant is responsible for daily interaction with the general public, Justice Departments and Social Service Agencies which will ensure effective and efficient operations. The duties performed by individual civilian clerical members will be more general than specific. Each person must be able to perform each task and know how to accomplish each undertaking. Individuals will also be required to work in an environment where teamwork is an essential characteristic of the workforce.

DEPARTMENT: Police Services – North Division

BARGAINING UNIT: CUPE Local 933

SALARY: \$34.61 per hour

MINIMUM QUALIFICATIONS: (MUST INCLUDE COPIES OF THE ITEMS LISTED BELOW)

- Completion of Grade 12 or GED equivalent.
- Graduation from a recognized Business/Secretarial program with two years secretarial experience or an equivalent combination of education and experience.
- Must possess and maintain a valid Nova Scotia Driver's License.
- Good working knowledge of computers and applicable software
- Pre-employment Polygraph Verification is required as part of employment.
- *Criminal Records Check verification is required as a condition of employment. Vulnerable sector check may also be required for those working with vulnerable populations. This will be requested at a later date.*
- *Medical assessments including but not limited to physical, vision, and hearing tests may be required. The assessments must show the capacity of performing tasks of the classification. This will take place at a later date.*

CLOSING DATE FOR APPLICATIONS: Friday, July 17th, 2026 at 4:00PM

Please quote **Competition Reference #26.48-E** and apply using any channel below:

E-mail: jobapplications@cbrm.ns.ca | **Fax:** 902-563-5582

In-person or drop-box (Attn: HR): 320 Esplanade, Suite 303, Sydney, Nova Scotia B1P7B9

We'd like to extend our gratitude to all applicants. Applicants selected to move forward will be contacted by Human Resources.



JOB DESCRIPTION

Position Title:	Secretary / Administrative Assistant		
Department:	Police Services	Location:	North Division
Reporting to:	Business Manager, CBRPS or designate	Bargaining Unit:	CUPE Local 933
Salary Range:	\$34.61 per hour		

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MAIN FUNCTIONS

- Professionally greet the public on a daily basis and handle their complaints.
- Where the complaint is of a serious nature or one which may require the services of a member of the Cape Breton Regional Police Service, ensure that one is made available as soon as possible.
- Distribute incoming mail.
- Conduct, prepare and enter timekeeping records, directives, etc.
- Respond to and charge user fees for services when applicable.
- Ability to interpret and apply departmental policy, regulations and procedures.
- Assist other civilian clerical members of the Police Service when required.
- Alert management as to any deficiencies occurring within the system and initiate remedial correction.
- Perform secretarial duties which may be requested by the Inspector in charge of the Division or Staff Sergeant.

- Participate in mandatory qualification programs and take additional training when required.
- Required to perform duties on which training was received.
- Interpret and apply departmental policy regulations and procedures.
- Perform all duties in accordance with the philosophy of community and intelligence led Policing.
- Time entry and maintaining accurate information with regards to employee's classifications, vacations, sick time, pay rates, float time, stat pay, overtime, etc.
- Perform any other police related and administrative and clerical duties as assigned.

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ADDITIONAL QUALIFICATIONS

- Emergency First Aid/AED/CPR-A

KNOWLEDGE SKILLS AND ABILITIES

- Ability to communicate effectively both verbally and in writing.
- Ability to work with minimal supervision.
- Ability to type with minimal errors in spelling and grammar.
- Demonstrated knowledge of Microsoft Office Suite

- Working knowledge of SAP.
- Knowledge of current methods, techniques and procedures to operate an efficient office.
- Ability to establish and maintain communications both internally and externally.