



DISTRICT OF SAANICH
SAANICH POLICE DEPARTMENT

QUALITY CONTROL READER Permanent Full Time Position

The Records Section consists of 23 dedicated and conscientious civilian employees working in a 24/7 environment providing support services for the Operational side of the Saanich Police. If you are an excellent communicator and enjoy working on a team, the Saanich Police Department has an opportunity for you. Under the direction of the Manager of Administrative Services, the Quality Control Reader performs specialized quality assurance duties and ensures all case reports are accurately reviewed, scored and transmitted to the internal and national police databases.

The ideal candidate thrives in an environment where maintaining a high level of confidentiality and security of information is required and accuracy and attention to detail are essential. Candidates must have experience with the inquiry, maintenance and audit functions of the police systems, RMS, CPIC and JUSTIN as well as proficiency in MS Office Suites for word processing, spreadsheets, email systems and database applications.

Requirements include completion of Grade 12 or equivalent, plus a two year post secondary diploma in Criminology, Policing, Justice or related discipline; four years of experience in a police environment with investigative experience including six months clerical experience in a computerized environment and keyboarding speed of 40 wpm. The successful candidate is required to possess a valid B.C. Class 5 Drivers License and must pass and maintain enhanced reliability security clearance.

This is a C.U.P.E. Local 2011 position with a wage of \$35.49 per hour and an excellent benefits package. Job description and competition information can be found at www.saanich.ca. Please apply by 11:45 p.m. on WEDNESDAY, APRIL 28, 2021 quoting competition 21073 to: Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. In addition to the interview process, testing will also be conducted. We thank all applicants for applying. Only those under consideration will be contacted.