

# BUILD A CITY. BUILD A FUTURE.



## Information Officer - RCMP Support Services

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.*

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future at the City of Surrey***

### Scope

The City of Surrey's RCMP Surrey Detachment is looking for an energetic, self-motivated, team player to fill the position of Information Officer. The successful candidate will be responsible for providing front counter services at the Surrey RCMP detachment. This will include performing moderately complex and diversified administrative support work involving the provision of information and assistance in various capacities to the public and other police agencies. This position requires an individual possessing initiative and utilizing independent judgment. Under general supervision you will perform a variety of specialized clerical duties applicable to a police operations environment.

### Employment Status

Union - CUPE Local 402 - Regular Full-Time

### Responsibilities

- Processing Police Information checks.
- Capturing fingerprints for civil purposes.
- Data entry into local computer systems.
- Assisting clients with information in person and over the telephone.
- Producing various civil documents and permits and creating police files.
- Promoting City of Surrey and RCMP values.
- Perform additional duties as assigned.

### Qualifications

- Completion of Grade 12
- Two years related experience including exposure to and knowledge of PRIME, Provincial and Federal Statutes, Municipal By-Laws and police procedures and policies.
- Some exposure to relevant police database systems, or an equivalent acceptable combination of education and experience.
- This position requires the completion of the RCMP Reliability Security Clearance.

Applicants under consideration will be required to provide proof of qualifications and consent to an RCMP Reliability Security Clearance.

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