

Careers

Police Services Quality Assurance Support Coordinator

Join our dynamic team!

Come join our Police Services team to support the RCMP in maintaining a safe community for our citizens and be a part of fostering a healthy workplace for our Police Services staff. As the Police Services Quality Assurance Support Coordinator, you will provide support, stability and consistency to the Exhibits, Court Liaison and Crime Reviewer teams to address high volumes of work. You will be accountable for the security, safekeeping and disposition of property seized by or surrendered to the RCMP; the quality assurance of investigational files as required by the Canadian Centre for Justice Statistics (CCJS) and submissions to BC Prosecution Services.

You have extensive experience in a policing environment. You have sound knowledge of Uniform Crime Reporting (UCR), Criminal Code, Federal and Provincial Statutes and the Youth Criminal Justice Act. You have operational experience in Police Records Information Management Environment (PRIME), Canadian Police Information Centre (CPIC) and Justice Information System (JUSTIN). You have completed the Canada Firearms Safety Course (non-restricted and restricted) and can be appointed as a Canada Firearms Centre Public Agent. You must be able to obtain and maintain an RCMP enhanced security clearance and have a valid British Columbia Drivers Licence in good standing

The City of Kelowna is a dynamic team of employees working together to help us achieve our vision of making Kelowna a city of the future. Come work, play and live in Kelowna, a four-season destination and enjoy the many cultural amenities, direct access to exceptional mountain biking, water sports, skiing, golfing and Kelowna's easy connection to the world through our International Airport. We offer career/professional development, progressive employment practices and a great work environment. This exempt position offers a salary range of \$64,500 to \$71,700 and a fully paid comprehensive benefits plan, one of Canada's top pensions, and Earned-Day-Off & Wellness programs for your Work/Life balance.

The City of Kelowna has a COVID vaccination policy that requires all staff to be fully vaccinated as a condition of hire and ongoing employment.

Apply online at kelowna.ca/careers by January 6, 2023

Human Resources
1435 Water Street
Kelowna, BC V1Y 1J4