



PERMANENT FULL-TIME POLICE RECORDS CLERK

(Competition 22-74)

Position Overview

The City of Nanaimo is seeking a permanent full-time Police Records Clerk. Under the general supervision of the Manager, Police Support Services, and under the direct supervision of the Records Supervisor, the incumbent enters, removes, and edits all relevant data into the Police Records Information Management Environment (PRIME) the Canadian Police Information Centre (CPIC) and other RCMP systems as required. The incumbent performs quality assurance reviews by “reading” and classifying operational files in the second instance. The work is detailed in nature and constitutes final quality assurance checks on operational files for all RCMP sections.

Qualifications

Applicants must have completed Grade 12 and have a minimum 2 years’ related experience, including experience in a law enforcement office environment or data entry experience. An equivalent combination of education and experience may be considered. Attainment and maintenance of RCMP Reliability/Security Clearance is mandatory.

Additional Information

This is a unionized position. \$34.62 per hour - after Probation (Jan 2022 Rate), based on a 35 hour work week.

Shortlisted applicants may be required to verify education credentials.

The Federal government policy on *COVID-19 Vaccination for the Core Public Administration* which includes the RCMP requires all RCMP employees and non-RCMP employees working at RCMP locations to be fully vaccinated. All new hires will be required to provide proof of full vaccination prior to commencing employment.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to employment.opportunities@nanaimo.ca referencing the specific competition 22-74 by the application deadline.

For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer and invites applications from all qualified individuals. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If you are unsuccessful, please accept our appreciation for your interest. This position is restricted to those legally entitled to work in Canada.

Discover What's Possible

Situated between the mountains and the ocean, on the east coast of Vancouver Island, the City of Nanaimo is centrally located, about 1½ hours from Victoria and 2 hours from Vancouver by ferry. With a university and well-developed parks, recreational, cultural and social amenities, Nanaimo is truly an extraordinary place to live.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as social and wellness activities. Depending on the position, we also offer flexible work opportunities, alternative work schedules and remote work programs.

Posting Date

Wednesday, May 11, 2022

Application Deadline

Wednesday, May 25, 2022
4:30 p.m.

Contact Information

Human Resources
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2nd Floor, 455 Wallace Street
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