

POLICE SERVICES CLERK

The City of Campbell River is seeking a **Part Time Police Services Clerk** to join their Police Services team.

Naturally, Campbell River – Located on Vancouver Island, surrounded by the ocean and majestic *mountains*, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. From summer markets and street events to an active arts and culture community to year-round, world-class recreational opportunities, the Campbell River lifestyle is unparalleled. We are a 45-minute drive from the winter and summer activities of Mount Washington, and just minutes from more than 100 km of all levels of mountain biking and hiking trails, plus easy access to the ocean, rivers and lakes for sports fishing, kayaking, paddle boarding and whale watching.

The role – you will provide a wide variety of clerical and administrative support for the Campbell River RCMP detachment. Your primary responsibilities will include front counter/reception, information and transcription services.

Our ideal candidate will have:

- Grade 12 graduation.
- Minimum of three (3) years' previous office administrative experience including switchboard and reception experience.
- Previous experience working in a police environment, preferred.
- Transcription experience, preferred.
- Ability to pass and maintain an RCMP Secret Security Screening.
- *Note that in this position you will be exposed to information and material of an extremely disturbing and graphic nature.*

The rate of pay for this permanent, part-time, CUPE bargaining unit position is **\$30.76 per hour** based on a **20 hour work week** and includes a comprehensive benefits package.

For information on this exciting opportunity and to view a detailed job description that lists all the duties and necessary qualifications for this position, please visit www.campbellriver.ca/employment.

This posting closes on Sunday, August 20, 2023

Please note that this posting may close ahead of the official closing date if a successful candidate is identified.

Please send your resume with covering letter, quoting **Competition EXT-23-64** to:



Email: careers@campbellriver.ca

Human Resources Department
City of Campbell River
301 St. Ann's Road
Campbell River, BC V9W 4C7

We thank all applicants, however, only those selected for interviews will be contacted.