



**DISTRICT OF SAANICH
SAANICH POLICE DEPARTMENT
ADMINISTRATION DIVISION
RECORDS**

**RECORDS SUPPORT CLERK
Up to 2 Casual Positions**

The Saanich Police Department is recruiting up to two casual status Records Support Clerks. The successful candidates will be responsible for switchboard operation, word processing, transcription and dictation typing, computerized data entry, filing, file maintenance and mail pickups and deliveries. As a Records Support Clerk, you will be required to maintain a high level of accuracy, confidentiality, and security of information in all aspects of job performance. This team works in a continuous operations office environment that provides coverage 24 hours per day, various shifts every day of the year and will be required to work on statutory holidays when scheduled. This is casual, on-call work providing relief for sick leave and vacation coverage of regular full time Records Support Clerks. Casual employees may expect to be scheduled to work days, nights, weekends and statutory holidays (hours/shifts are subject to change), with no guarantee of hours.

Requirements include Grade 12, including courses related to office administration; one year of experience in office or business administration with some related experience in a police environment; proficient in MS Office Suites for word processing, spreadsheets, email systems and database applications; keyboarding speed of 55 words per minute. Applicants must provide proof of typing speed from a recognized educational institution or hiring agency and must pass/maintain the required enhanced reliability security clearance including polygraph.

These are C.U.P.E. Local 2011 positions with a wage of \$34.41 per hour plus 15% in lieu of benefits. Job description and competition information can be found at www.saanich.ca. *This posting will remain open until successful candidates are selected.* **Please apply by quoting competition 24039 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. **Applicants must include proof of typing speed (certificate) from a recognized educational institution or hiring agency with their application.** As a component of the selection process, testing will be conducted. Only those under consideration will be contacted.

The District of Saanich is recognized as one of BC's Top Employers for 2023. As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence accessibilityHR@saanich.ca. We thank all applicants for applying.