BUILD YOUR CAREER
WITH THE CITY OF PRINCE GEORGE

CITY OF PRINCE GEORGE

DATA PROCESSOR
REGULAR FULL-TIME
POLICE SUPPORT SERVICES / ADMINISTRATIVE SERVICES

Showcase Your Attention to Detail and Focus on Quality in this Highly Technical Role!

About Our Community:
Boasting a high quality of life and standard of living, Prince George has all the amenities of a large city mixed with the friendliness and appeal of a smaller community. It is a regional centre for close to 326,000 people for shopping, education, health care, the arts, and sports. Prince George's central location in the province offers work/life balance with unparalleled access to four-season outdoor recreation activities that are complemented by a full range of urban amenities and a comprehensive transportation infrastructure that connects residents, businesses, resources, and agricultural products to markets around the world. And it is only a short drive to almost anywhere in Prince George – spend less time commuting and more time doing what matters most to you! Discover all these opportunities and more!

About Our Organization:
The City of Prince George is committed to ensuring a positive, well-balanced work environment for its employees. With opportunities for employee training, wellness programs and professional development the City of Prince George offers a safe and supportive workplace in which to serve our community.

About The Opportunity:
In this exciting and challenging role, you will be responsible for supporting the RCMP through the preparation and management of electronic files for submission to Crown Counsel and other purposes. The work involves compiling and linking a variety of reports, documents, audio and video files and other electronic files into an acceptable format in accordance with a Memorandum of Understanding between the Attorney General's Office and RCMP E Division. In this position, you may be required to give evidence in court. At times, in this role, you will be exposed to extremely graphic and disturbing information and visual materials. When crime investigations warrant, you could be working in extremely stressful situations under significant deadlines. Quality and accuracy of data are of paramount importance.

About Your Background:
The successful candidate holds at least a one-year college certificate in Computer Information Systems or a related discipline, along with two years of related experience in a database support role. Previous experience in a police environment and knowledge of police investigative procedures are considered assets. Considerable knowledge of database principles and practices is required. **As a condition of employment, you must be able to obtain and maintain an RCMP Reliability Security Clearance.**

Why You Will Love Working for our Police Support Services team at the City of Prince George:
- You are data driven and are committed to providing detailed and accurate information in support of justice.
- Work with a highly specialized team of Police Support professionals dedicated to providing exceptional service.
- Enjoy a competitive wage of $34.50 - $35.27 per hour plus a comprehensive benefits and pension package.

Please refer to the job description for more details about this exciting career!

If you are interested in joining our team, please apply by **March 20, 2024** to:
http://princegeorgejobs.prevueaps.ca/jobs/

Move Up Prince George
City of Prince George

The City of Prince George thanks all those who apply, however only those selected for an interview will be contacted.