

Watch Clerk

The City of Campbell River is seeking a permanent full-time **Watch Clerk** to join our Police Services Department.

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 – As part of the Police Services team, reporting to the RCMP Municipal Manager, and working out of the local RCMP Detachment, you will be responsible for providing administrative and clerical support to all RCMP members working during an assigned shift.

Our ideal candidate will have:

- Grade 12 graduation (or equivalent)
- Minimum four (4) years' recent (within last eight (8) years) office administration experience inclusive of at least one (1) year work experience at a police detachment.
- Minimum one (1) year working with PRIME workflow, or workflow with equivalent police records information management environment (i.e. PROS), identifying deficiencies and providing solutions within records management.
- Ability to pass and maintain an RCMP Reliability Security screening.

The rate of pay for this permanent, full-time, CUPE bargaining unit position is \$31.96 per hour working two (2), twelve (12) hour days, inclusive of meal breaks; followed by two (2), ten (10) hour nights, inclusive of meal breaks; followed by four (4) days off.

While this position follows a regular rotation (4 on, 4 off), the schedule is subject to change to provide necessary relief coverage for the alternate Watch Clerk positions during annual leave requirements, or as needed. Advanced notice of any shift/schedule changes will be provided.

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, May 26th, 2024

Please send your resume with covering letter, quoting **Competition EXT-24-034-2** 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.