



## **Police Clerk (Front Counter)** Regular Full Time (2 positions)

### **About Us**

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

### **About You / What We Are Looking For**

The City of Coquitlam is currently recruiting regular full time Police Clerks to join our Police Services team in the Community Safety Department. These are front counter clerical positions providing information and assistance to a variety of internal and external partners as well as dealing directly with inquiries from the public. An incumbent exercises considerable independent judgement and action in dealing with general inquiries, processing of a variety of forms including Police Information and Vulnerable section checks, and issuance of certificates as well as various other administrative duties. If you love working in a public environment, this may be the perfect position for you!

### **Minimum Qualifications**

The successful applicant will have completed Grade 12 supplemented by relevant work experience, supplementary clerical courses, or an equivalent combination of training and experience, preferably in a similar work setting. The ability to secure and maintain an RCMP enhanced security clearance and a minimum alphanumeric speed of 6,000 keystroke per hour with an 80% accuracy rate is required.

### **Preferred Qualifications**

Our preferred candidate will have excellent customer services skills, superior organizational and prioritization skills. Sound knowledge of the methods, practices and procedures used in operating PRIME, CPIC, JUSTIN and Intelliscreen systems are preferred. Candidate will also provide civilian fingerprint service.

### **What We Offer:**

This CUPE position has an hourly rate range of \$29.48 - \$34.63 (2024 rates). The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity



to participate in an earned day off/flex day program. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

### **Accessibility / Equal Opportunity Employer**

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit [coquitlam.ca/edi](http://coquitlam.ca/edi) for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check (with no adverse reports). The successful candidate must also be able to obtain and maintain an Enhanced RCMP Security Clearance.

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

**Please apply online at [www.coquitlam.ca/careers](http://www.coquitlam.ca/careers) by 11:55 pm on May 27, 2024.**

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*