



**BUILD A CITY.
BUILD A FUTURE.**
HELP US BUILD A WORLD-CLASS CITY.



INFORMATION OFFICER - RCMP REGULAR FULL-TIME

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.*

EMPLOYMENT STATUS

Union - CUPE Local 402 - Regular Full-Time

SCOPE

Looking for a great place to work where your contributions are valued and you can help make a difference in a City of vibrant communities? Do you have great customer service and aspire to work in a law enforcement-related environment?

If so, we are looking for you! This is an incredible opportunity to work for one of BC's top employers and to contribute to the exciting evolution of the City of Surrey!

The City of Surrey's RCMP Detachment is looking for energetic, self-motivated team players with problem solving and critical-thinking skills, to fill the position of Information Officer. Under general supervision, in a dynamic and at times fast-paced environment the successful candidate can expect to perform a variety of specialized clerical duties applicable to a police operations environment.

RESPONSIBILITIES

These duties include but are not limited to: processing Police Information checks, processing fingerprints for civil purposes, assisting clients with information in person and over the telephone, producing various civil documents and permits and creating police files, all while promoting City of Surrey and RCMP values.

Information officers will also perform additional duties as assigned and are working a 40 hour work week.

QUALIFICATIONS

A Grade 12 diploma with 2 years of related experience in a law enforcement related industry. Exposure to and knowledge of PRIME, Provincial and Federal Statutes, Municipal By-Laws and police procedures and policies, supplemented by some experience with relevant police database systems are an asset.

Successful applicants must provide proof of qualifications and obtain and maintain an RCMP reliability clearance.

OTHER INFORMATION

Pay Grade: 19K

Hourly Rate: \$31.23

Pay Grade	Standard Step 1	6 Month Step 2	18 Month Step 3	30 Month Step 4
19K	\$31.23	\$32.16	\$33.17	\$34.12

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers

