



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

**ADMINISTRATIVE SUPPORT - POLICE  
Permanent Part-Time Position**

The Saanich Police Department is recruiting for an Administrative Support – Police for a permanent part-time role. This position entails providing confidential clerical and administrative support to the Regional Domestic Violence Unit (RDVU) within the Saanich Police. The RDVU is a collaborative team comprising law enforcement partners, Victim Services, Social Workers, and Community Corrections. The successful candidate will play a vital role in the unit's daily administrative and operational functions, including utilizing systems like PRIME, JUSTIN, CORNET, CPIC, and CAD. Duties encompass maintaining CAD Hazards and Flag Records, transcribing confidential correspondence, and managing financial records. Working closely with the unit supervisor, responsibilities include organizing meetings, handling travel arrangements, participating in team briefings, and liaising with stakeholders in a professional manner.

Requirements for this position include a minimum of a Grade 12 education, along with completion of a one-year full-time administration training program or its equivalent. Additionally, candidates should have at least two years of administrative support experience in a police environment. Proficiency in MS Office Suites for word processing, spreadsheets, email systems, and database applications is essential, as is familiarity with the inquiry functions of various local, provincial, and national police information systems. Flexibility to work beyond or outside of regular hours to accommodate meetings, travel, and priority investigative support is necessary, but not frequent. Proficiency in Adobe Professional is also required. Candidates with an equivalent combination of education and experience will be considered. A valid Class 5 Driver's Licence is mandatory, and successful applicants must pass and maintain the required enhanced reliability security clearance and polygraph.

This position constitutes a 0.75 full-time equivalent, with work scheduled for four weekdays per week. Currently, the hours are Monday to Thursday from 8:00 a.m. to 3:30 p.m., although flexibility is available regarding both the days of work and start/end times.

**This is a C.U.P.E Local 2011 position with a wage of \$35.35 per hour plus an excellent benefit package.** Job Description and competition information can be found at [www.saanich.ca](http://www.saanich.ca). **Please apply by 11:45 p.m. Thursday, May 30, 2024, quoting competition number 24145 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. As a component of the selection process, testing will be conducted. Although we thank all applicants for applying, only those under consideration will be contacted.

**The District of Saanich is recognized as one of BC's Top Employers for 2024.** 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](mailto:accessibilityHR@saanich.ca).

Applying from out of town? Take a look at what Saanich has to offer! [bit.ly/NaturalSaanich](https://bit.ly/NaturalSaanich)