



POLICE SERVICES ASSISTANT

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community.

What We Offer:

Improved vacation package, 3 weeks prorated in 1st year/4 weeks vacation at 2 years, competitive salaries, excellent benefits, numerous employee wellness incentives, an earned time off program and professional development opportunities. Build your future with a City who was proudly presented the 2023 BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace.

Summarized Position Responsibilities:

The successful candidate will be the first point of contact in responding to enquires, complaints and requests via the RCMP non-emergency switchboard and in person. In this role, the incumbent will provide a broad array of administrative support services for the City of West Kelowna's Police Services Department. Creating non-emergency complaint files, transcribing statements, subpoena tracking, police information checks, and civil fingerprinting are some of the functions of this position. The incumbent will be highly proficient in a fast-paced office environment; have proven inter-personal skills and strong attention to detail. In addition, the ability to handle critical incidents in highly stressful situations and exercise discretion and confidentiality is very important.

Our Ideal Candidate:

- Post-secondary administrative courses in a related certificate program from a recognized institution, and/or criminology courses; or an equivalent combination of education and experience
- Minimum of 2 years' experience in a policing environment
- Working knowledge of the Criminal Code, Federal and Provincial statutes, Municipal Bylaws, Records Management Systems, Police Reporting, standard Police Policies, Procedures, the rules of collecting evidence, the RCMP and its relationship with other Federal and Provincial departments and municipal administrations
- Must be able to obtain and maintain a valid RCMP enhanced reliability status clearance. Preference will be given to applicants that currently hold a valid enhanced reliability status.
- Valid Class 5 B.C. Driver's License
- Working knowledge of PRIME, TEAM, JUSTIN
- Ability to prepare and maintain a variety of reports, correspondence and files related to the work
- Ability to handle critical incidents and highly stressful situations, ability to exercise discretion and confidentiality
- Ability to establish and maintain effective working relationships in a professional manner
- Excellent communication skills – both verbal and written, strong customer service skills

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 24-24E, Closes June 10, 2024

**Full Time – Permanent | 37.5 hrs/wk | \$35.12/hr | Sunday – Thursday 12pm – 8pm
Benefits | Municipal Pension Plan | Earned Time Off Program | 4 weeks vac @ 2 yrs**

**Human Resources Department
2760 Cameron Road, West Kelowna, BC V1Z 2T6
westkelownacity.ca/jobs | 778-797-1000**