

BUILD A CITY. BUILD A FUTURE.



*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*

Exhibits Officer

Scope

Looking for a great place to work where your contributions are valued, and you can help make a difference in the community? Do you have great customer service and aspire to work in a law enforcement-related environment? If so, we are looking for you!

The City of Surrey's RCMP Detachment is looking for an Exhibits Officer to join their team. The Exhibits Officer is responsible for the recording, safekeeping and movements of exhibits taken into possession by members of the Detachment and Officers of other external agencies.

Responsibilities

- Receives, checks, controls, maintains and ensures for the storage, security and movement of all exhibits for the Detachment.
- Lifts, sorts, arranges and stores items, as required; ensures that exhibits are maintained in the condition received.
- Maintains safe custody of the main exhibit room keys and ensures that all exhibits are safeguarded at all times.
- Assists in arranging special security for large narcotic seizures and/or exhibits of high monetary value.
- Assists in packing and shipping of drug exhibits.
- Keeps up to date with Court activity pertaining to exhibits and may give evidence in Court on continuity of exhibits.
- Responds to enquiries from internal and external sources on matters related to the work.
- Assists in the preparation and maintenance of files, records, ledgers and reports related to the work.
- Assists other staff in performing their duties.
- Performs other job-related duties as assigned.

Qualifications

A qualified applicant will have:

- Completion of Grade 12, supplemented by several business and computer application courses.
- Minimum of two years related clerical or warehousing experience in a police environment.

Employment Status

Union - CUPE Local 402 – Regular Full-Time

Other Information

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Apply online at www.surrey.ca/careers



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Number of Job Openings: 1

Pay Steps	Hourly Rate
Step 1	\$31.26
Step 2 (6 months)	\$32.40
Step 3 (18 months)	\$33.33
Step 4 (30 months)	\$34.28

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