

Records Management Systems (RMS) Clerk (Permanent, Full-Time) - 1428

Close Date

August 18, 2024

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

Make a positive difference in your community and play a pivotal role in assisting many aspects of RCMP municipal support!

Our RCMP municipal support team works collaboratively with the RCMP, provincial and federal court systems, and internal staff regarding open and closed RCMP files. In this role, you will make a direct impact on our operational excellence and pride in service priorities. Your contribution to our mission is recognized through an excellent compensation package that includes a best-in-class pension plan along with incredible perks that directly impact your wallet. Stay healthy with our free gyms, subsidized recreation programs, and employee wellbeing benefits. You also can explore future career paths with the city through our employee training and development programs and our diverse organizational structure. Across the City, we are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees and helps them reach their goals.

Living in Kamloops:

We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience.

We have world class, hiking and biking trails, ski resorts, green spaces, and facilities to fit whatever your passions are! We are nestled in the interior of British Columbia a few hours away from the Okanagan lakes and the Vancouver coastline. This is Kamloops!

Records Management (RMS) Clerk Role:

We have an exciting opportunity to join our dynamic team working alongside the RCMP as a Permanent, Full-Time Records Management Systems (RMS) Clerk with the City of Kamloops. This position includes the day-to-day operation of the RCMP records room performing a variety of specialized tasks, including verification and maintenance of information processed in the RCMP records management system (PRIME). Duties include assisting with CPIC maintenance checks for accuracy of CPIC files and assisting the PRIME Coordinator with maintaining RCMP files and databases. This position is the glue that keeps many RCMP positions together by assisting in many facets of keeping accurate and readily accessible records for police work. Additional duties include tracking individuals for files, answering calls to the detachment, assisting with exhibits, and much more! If this sounds like an opportunity that you would enjoy, please apply today!

The successful candidate must have the following qualifications:

1. Completion of senior secondary school or its equivalent.
2. Proficient in intermediate Word and intermediate Excel, as demonstrated through testing. (70% pass required).
3. Proficient in alphanumeric data entry, as demonstrated through testing.
4. Minimum of two years' previous experience within the last five years in a municipal support position within a policing environment, working with RCMP records systems with extensive knowledge of PRIME.
5. Minimum typing speed of 45 words per minute, as demonstrated through testing.
6. Ability to successfully complete and pass all required courses offered on the job (e.g. PRIME, CPIC, etc.).
7. Ability to be designated a Special Constable status under the British Columbia Police Act.
8. Ability to obtain and maintain RCMP Reliability Security Clearance. If you are unable to obtain or maintain an RCMP Reliability Security Clearance, your employment with the City will be terminated (To be considered for an RCMP Reliability Security Clearance., applicants must be a Canadian citizen or have Permanent Resident status in Canada. Note individuals with Permanent Resident status must have resided (physically present) in Canada for three (3) out of the last five (5) years as a permanent resident).

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position. This is a CUPE local 900 position.

Hourly Rate

\$35.985

Hours & Days of Work

Monday to Friday:

6:00am-2:00pm

8:00am-4:00pm

8:30am-4:30pm

11:00am-7:00pm

Hours per Week

35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.