

Careers

Police Services Clerk



Join one of the busiest and dynamic RCMP detachments in western Canada, and provide your excellent administrative and customer service skills to support the public, RCMP and Police Services. This position provides administrative support to the public, RCMP and Police Services. Strong teamwork, attention to detail, computer literacy skills and ability to maintain a variety of paper and computerized records and files are essential. This vacancy is within in the Corporate and Client Services Unit.

Qualifications

- Typing - 45wpm
- Computer Literacy
- Attention to Details
- Teamwork
- Customer Service Credibility
- RCMP Enhanced Security Clearance

Help create Kelowna as a *City of the Future*. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly and lead responsibly. Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport.

Grow your career in an organization that supports employee work-life balance and career and professional development. This is a CUPE bargaining unit position with an hourly starting at \$29.46 plus employer-paid comprehensive benefits, an earned day off program, paid vacation and one of Canada's top pension plans.

For further information or to apply, please check our website at www.kelowna.ca/careers

Applications must be received by end of day **September 18, 2024**.

Applicants not contacted within three weeks of the closing date are thanked for their interest