Careers

Police Services Records Clerks

Just the facts!

As part of one of the busiest RCMP detachments in western Canada, you will be responsible for entering, correcting and maintaining information on various RCMP databases including the PRIME system. Strong teamwork, attention to detail and computer literacy are necessary to help maintain confidential files and record systems. Flexibility is essential to handle shift work (two - 12 hour days, two - 11 hour nights and 4 days off) and various work assignments including Police Services Watch Clerk and Police Services Clerk.

- Typing - 45wpm
- Computer Literacy & Attention to Details
- Teamwork & Service Excellence
- RCMP Reliability 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 rate of $30.58 plus employer-paid comprehensive benefits, paid vacation and one of Canada's top pension plans.

The City of Kelowna is committed to being an organization that values and reflects its community's diverse population, and to fostering an equitable, inclusive and progressive work environment where everyone can be their authentic self and feels a sense of belonging.

For further information or to apply, please check our website at www.kelowna.ca/careers
Applications must be received by end of day **November 22nd, 2024.**

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