

Records Management Systems (RMS) Clerk I (Permanent, Full-Time) - 1496

Close Date

December 9, 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!

Our RCMP municipal support team works collaboratively with the RCMP, provincial and federal court systems, and internal staff. In this role, you will make a direct positive 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 – free gyms, subsidized recreation programs, and employee wellbeing benefits and much more. In addition, there are professional growth opportunities enhanced 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!

We have an exciting opportunity to join our dynamic team working alongside the RCMP as a permanent, full-time Records Management Systems (RMS) Clerk I with the City of Kamloops. The work involves a wide variety of public contact duties, operating the non-emergency RCMP Detachment switchboard, and operating various police computer systems and related equipment. The incumbent is required to handle and process public counter complaints/files, prepare and type a variety of documents, and process police records applications and other fee for service matters. Typical duties of this position include: Operate switchboard, answer incoming calls, provide information and assistance to the public, relay messages to appropriate contacts, and take messages. Handle complaints and inquiries at the counter. Explain regulations and procedures to the general public as required. Generate occurrence files and distribute as required. Receive and complete a variety of documentation related to RCMP operations. Prepare, type, and transcribe a variety of documentation, records, and standard legal documents, and receive cash. 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. Typing speed of 45 net words per minute, as demonstrated through testing.
3. Proficient in intermediate Word and basic Excel, as demonstrated through testing (70% pass rate required).
4. Proficient in alphanumeric data entry, as demonstrated through testing.
5. Minimum one year's previous office experience where dealing with the public in person or over the phone were a significant part of the job duties.
6. Ability to successfully complete and pass all required courses offered on the job (e.g. PRIME and CPIC).
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

\$35.423

Hours & Days of Work

Monday to Friday:

6:00am-2:00pm, 8:00am-4:00pm, 8:30am-4:30pm, 10:00am-6:00pm, 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.