



**DISTRICT OF SAANICH
SAANICH POLICE DEPARTMENT
ADMINISTRATION DIVISION**

**ADMINISTRATIVE SUPPORT - POLICE
Permanent Full-Time Position**

The Saanich Police Department is recruiting for one permanent full-time Administrative Support – Police position. The successful candidate will provide confidential clerical and administrative work in support of Divisional operations and carry out these assigned functions to completion. As an Administrative Support – Police you will prepare and/or process documents relating to police and are responsible for the entry of leave and exceptional pay for officers and CUPE staff. This position provides direct administrative support to the Division Inspectors with delegated authority to manage routine administrative matters. The work of this team encompasses the following task areas within the Police Department: Administration Division, Community Engagement Division, Detective Division, and Regional Domestic Violence Unit.

Requirements include Grade 12, plus an additional program up to one year full-time office/administration training (or equivalent); two years of administrative support and experience in a police environment; proficient in MS Office Suites for word processing, spreadsheets, email systems and database applications; proficient with the inquiry functions for the various local, provincial, and national police information systems; proficient in Adobe Professional; a valid Class 5 BC Driver's Licence; and must pass/maintain the required enhanced reliability security clearance including polygraph.

The hours are currently Monday to Friday, 8:00 a.m. – 4:00 p.m.

This is a C.U.P.E. Local 2011 position with a wage of \$35.35 per hour plus an excellent benefit package. Job description and competition information can be found at www.saanich.ca. **Please apply via our careers page by 11:45 p.m. on February 10, 2025 quoting competition 25019.** As a component of the selection process, testing will be conducted.

The District of Saanich is recognized as one of BC's Top Employers for 2024. As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence accessibilityHR@saanich.ca. **Although we thank all applicants for applying, only those under consideration will be contacted.**

Applying from out of town? Take a look at what Saanich has to offer!
bit.ly/NaturalSaanich