



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

**RECORDS SUPPORT CLERK
Up to 2 Casual Positions**

The Saanich Police Department is recruiting up to 2 Records Support Clerks. The successful candidates will work in a casual capacity, averaging 30 hours per week, based on the employee's availability. The Records Support Clerks work in a continuous operations team environment that provides 24 hours per day coverage. They will be scheduled for two standard shifts: 11-hour day shifts between 0630 and 1830, rotating 9-hour night shifts between 1830 and 0430 and 2030 and 0630. Records Support Clerks may be scheduled on any day of the year, including weekdays, weekends, nights, statutory holidays and during peak seasons. Responsibilities include switchboard operation, transcription and dictation typing on various police files, word processing, computerized data entry and file maintenance. As a Records Support Clerk, you will be required to maintain a high level of accuracy, confidentiality, and security of information in all aspects of job performance.

Requirements include Grade 12, one year of experience in office or business administration with some related experience in a police environment; proficient in MS Office Suites for word processing, spreadsheets, email systems and database applications; keyboarding speed of 55 words per minute. Applicants must provide proof of typing speed from a recognized educational institution or hiring agency and must pass/maintain the required enhanced reliability security clearance including polygraph.

These are C.U.P.E. Local 2011 positions with a wage of \$34.41 per hour plus 15% in lieu of benefits. Job description and competition information can be found at www.saanich.ca. *This posting will remain open until successful candidates are selected.* **Please apply by quoting competition 25018. Applicants must include proof of typing speed (certificate) from a recognized educational institution or hiring agency with their application.** 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 2023. 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. **We thank all applicants for applying. Only those under consideration will be contacted.**