



OPERATIONS SUPPORT CLERK

Regular Full-time (2 positions)

About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

About You / What We Are Looking For

We are currently recruiting for two Operations Support Clerks to join our Police Services Division of our Community Safety Department.

This position will require typing and data-entry to process various forms and documents, check and correct reports for spelling and grammatical errors, and compose routine correspondence with a high degree of accuracy. This role also requires typing from electronic audio equipment, copy, rough draft, or verbal instructions, and court and legal documents. This position is also responsible for consolidation of electronic disclosure packages pertaining to criminal investigations to Crown Counsel.

Minimum Qualifications

Requirements includes completion of Grade 12, including or supplemented by typing, word processing and administrative courses, relevant work experience, supplemented with relevant RCMP and business administration courses, or equivalent of education and experience.

Preferred Qualifications

Knowledge of and experience using Microsoft Office suite products is beneficial, as well as some experience working with PRIME and CPIC software would be considered assets. Due to the nature of this position, our successful candidate will be able to prioritize work assignments and be comfortable listening and transcribing statements that may contain graphic and violent content. The successful candidate will show independent judgement, have excellent organizational skills, a high level of attention to detail, superior written and verbal communications skills and be able to work effectively in a team environment.

What We Offer:

This CUPE position has an hourly rate range of \$29.48 - \$34.63. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills. The schedule for this position involves working 5 consecutive days. Schedules may be adjusted with notice due to operational needs.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off/flex day program. This position is based in Coquitlam with some flexible, hybrid work options available. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit coquitlam.ca/edi for more information.



If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

The successful candidate must also be able to obtain and maintain an Enhanced RCMP Security Clearance.

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on February 14, 2025.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.