



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

**RECORDS SUPPORT CLERK
Permanent; Full-Time**

The Saanich Police Department is recruiting for a permanent full-time status Records Support Clerk. The successful candidate will be responsible for switchboard operation, word processing, transcription and dictation typing, computerized data entry, filing, file maintenance and mail pickups and deliveries. 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. This team works in a continuous operations office environment that provides coverage 24 hours per day, various shifts every day of the year and will be required to work on statutory holidays when scheduled.

Requirements include Grade 12, including courses related to office administration; 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.

This is a C.U.P.E. Local 2011 position with a wage of \$34.41 and a great benefits package. Job description and competition information can be found at www.saanich.ca. **Please apply via our careers page by 11:45pm on February 28, 2025 quoting competition 25044. 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 2025. 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.**