

Information and Disclosure Specialist (Permanent, Full-Time) - 1532

Close Date: February 27, 2025

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody everyday. 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

If you are a detail-oriented individual seeking a dynamic new challenge, the City of Kamloops is offering up an exciting opportunity supporting the Kamloops RCMP as a permanent, full-time Information and Disclosure Specialist! This position is responsible for the collection, retrieval and release of civil and criminal disclosure information to external partners including police agencies and the court system, while adhering to federal and provincial policies and legislation. If this opportunity interests you, we encourage you to apply!

At the City of Kamloops, you will make a positive impact on the community. You can feel a sense of pride as you enjoy the lifestyle Kamloops offers because you are part of creating and sustaining it.

Welcome to the vibrant heart of British Columbia, where the majestic Thompson River flows amidst stunning landscapes and a community steeped in history and culture. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit! Nestled in the Thompson Valley and surrounded by the rugged beauty of the Interior Plateau, Kamloops boasts a unique blend of urban amenities and outdoor adventure. From its bustling downtown core, alive with eclectic shops and diverse culinary delights, to its vast network of trails, parks, and recreational facilities, Kamloops offers something for everyone. Whether you're an outdoor enthusiast seeking thrills on the mountain bike trails of nearby Kamloops Bike Ranch, a history buff exploring the city's rich Indigenous heritage at the Secwépemc Museum and Heritage Park, or a foodie delighting in the farm-to-table cuisine of its local restaurants, Kamloops welcomes you with open arms and boundless opportunities to explore, discover, and connect.

The successful candidate must have the following qualifications:

1. Completion of a minimum of one-year post-secondary education in a business or administration program.
2. Proficient in intermediate Word, as demonstrated through testing (70% pass rate required).
3. Proficient in Adobe Acrobat Pro DC, as demonstrated through testing (70% pass rate required).
4. Demonstrated typing speed of 45 net words per minute.
5. Minimum one year previous experience working in a position that deals with data/major case management, disclosure and the release of information.
6. Ability to successfully complete and pass all required courses offered on the job.

7. Ability to obtain and maintain an RCMP Secret Security Clearance Status. Please note, if you are unable to obtain or maintain a Clearance, your employment with the City of Kamloops will be terminated. To be considered for an RCMP Secret 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

\$39.990

Hours & Days of Work

Monday to Friday: 8:00 a.m. - 4:00 p.m.

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 email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements for each job you apply. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.