



HUMAN RESOURCES

PERMANENT FULL-TIME POLICE INFORMATION CLERK

(Competition 25-36)

Position Overview

The City of Nanaimo is seeking a permanent full-time Police Information Clerk. Under the direction of the Manager, Police Support Services and under the direct supervision of the Operations Support Supervisor, the incumbent assists other police agencies and the general public by processing documents and providing police information and interpretation relating to Provincial and Federal statutes, regulations, and municipal bylaws.

Qualifications

Applicants must have successfully completed grade 12 supplemented with courses related to criminology or law enforcement (equivalent to CRIM 135 (Intro to Canadian Law and Legal Institutions: A Criminal Justice Perspective) and CRIM 230 (Criminal Law) at a recognized educational institution. A minimum 2 years' customer service experience in a policing environment or related agencies is required, as well as attainment and maintenance of RCMP Reliability/Security clearance. An equivalent combination of education and experience may be considered.

Additional Information

This is a CUPE bargaining unit position based on a 35-hour work week, and subject to Article 1(d) - Probationary Period as set out in the Union Collective Agreement. The hourly wage is \$36.81 increasing to \$38.75 after 60 working days (Jan 2025 Rates).

Shortlisted applicants may be required to undergo a criminal record check and/or a verification of their education credentials. To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to employment.opportunities@nanaimo.ca referencing the specific competition 25-36 by the application deadline. For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer that values diversity and invites applications from all qualified individuals who are legally entitled to work in Canada. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If shortlisted for the role and need an accommodation within the hiring process, we would be pleased to discuss how best to accommodate your needs.

Discover What's Possible

The City of Nanaimo is one of the fastest growing, livable urban hubs on Vancouver Island. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Vancouver and a gateway to the Gulf Islands. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as social and wellness activities. Depending on the position, we also offer flexible work opportunities, alternative work schedules and remote work programs.

Posting Date

Tuesday, March 11, 2025

Application Deadline

Tuesday, April 1, 2025
4:30 p.m.

Contact Information

Human Resources
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