

WATCH CLERK

Regular Full-Time

Police Support Services / Administrative Services

Join our Dynamic Team in this Fast Paced and Detail Oriented Role

About our community:

Boasting a high quality of life and standard of living, Prince George has all the amenities of a large city mixed with the friendliness and appeal of a smaller community. It is a regional centre for close to 326,000 people for shopping, education, health care, the arts, and sports. Prince George's central location in the province offers work/life balance with unparalleled access to four-season outdoor recreation activities that are complemented by a full range of urban amenities and a comprehensive transportation infrastructure that connects residents, businesses, resources, and agricultural products to markets around the world. And it is only a short drive to almost anywhere in Prince George – spend less time commuting and more time doing what matters most to you! Discover all these opportunities and more!

About our organization:

The City of Prince George is committed to ensuring a positive, well-balanced work environment for its employees. With opportunities for employee training, wellness programs and professional development the City of Prince George offers a safe and supportive workplace in which to serve our community.

About the opportunity:

Join our progressive and dynamic team as a Watch Clerk. As a member of the Police Support Services Team, you will ensure RCMP records management requirements are met, and operational files meet the required quality standards. You will work independently within a team environment to review all operational files and ensure adherence to standards, making modifications where necessary. Other responsibilities include data entry, updating files, and performing other administrative tasks. Through the course of your duties, you will be exposed to extremely graphic and disturbing information and visual materials. **Shift work is required. The current schedule for this position is Monday to Friday or Tuesday to Saturday, 8-hour shifts.**

About Your Background:

You thrive in a fast-paced environment, have excellent time management skills, can handle a demanding workload, and effectively meet deadlines. The successful candidate will have a Grade 12 diploma, a minimum of three years' general office experience including two years in a police or similar environment, and considerable knowledge of records management principles. You have exemplary attention to detail in data entry, strong organizational skills, and thrive in a proactive team environment. A typing speed of at least 45 wpm is required as is the ability to respond effectively to a high volume of work. **As a condition of employment, you must be able to obtain and maintain an RCMP Reliability Status.**

Why You Will Love Working for our Police Support Services team at the City of Prince George:

- Support the RCMP with your exceptional communication and customer service skills!
- Showcase your attention to detail and commitment to quality in this records management role!
- Enjoy a competitive wage of \$34.67 - \$35.45 per hour plus a comprehensive benefits and pension package.

If you are interested in joining our team, please apply by March 24, 2025 to:

<http://princegeorgejobs.prevueaps.ca/jobs/>

Want to know more about this exciting career?

Please refer to the job description on our website for more details!

Want to know more about living and working in Prince George?

Please visit: [Move Up Prince George / City of Prince George](#)

The City of Prince George thanks all those who apply, however only those selected for an interview will be contacted.