

Watch Clerk (Permanent, Full-Time) - 1576

Close Date: April 10, 2025

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

Join our dynamic team at the City of Kamloops supporting and working alongside the RCMP. We have an exciting and challenging opportunity for a permanent, full-time Watch Clerk! This position performs a wide variety of administrative duties to assist the RCMP detachment teams. Working within the RCMP detachment, you will be exposed to various tasks to help support RCMP members and City administration. If working with RCMP members is a goal of yours, this opportunity may be for you!

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 applicant must have the following qualifications:

1. Completion of senior secondary school or its equivalent.
2. Proficient in intermediate Word and intermediate Excel, as demonstrated through testing. (70% pass rate required)
3. Proficient in alphanumeric data entry, as demonstrated through testing.
4. Minimum of two years' previous experience within the last five years in a municipal support position within a policing environment, working with RCMP records systems with extensive knowledge of PRIME.
5. Demonstrated typing speed of 45 words per minute.
6. Ability to successfully complete and pass all required courses offered on the job (such as PRIME, CPIC, firearms safety or its equivalent, etc.).

7. Ability to obtain and maintain RCMP Reliability Security Clearance. If you are unable to obtain or maintain an RCMP Reliability Security Clearance, your employment with the City will be terminated. (To be considered for an RCMP Reliability 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 the last five (5) years, three (3) of those 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

4 on / 4 off

Block Rotation: 2 days & 2 nights

6:00 am – 6:00 pm

6:00 pm – 6:00 am

Hours per Week

44

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

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

Applications are accepted online at kamloops.ca/careers.