

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 that the RCMP records management requirements are met and that operational files adhere to the required quality standards. You will work both independently and collaboratively within a team environment to review all operational files, making necessary modifications to ensure compliance with these standards. Your responsibilities will include data entry, updating files, and performing various administrative tasks. Please note that during the course of your duties, you may encounter extremely graphic and disturbing information and visual materials. **This position requires shift work. The current schedule consists of four twelve-hour shifts over a twenty-four-hour period from Monday to Sunday, followed by four days off. As a condition of employment, you must be able to obtain and maintain an RCMP Reliability Status.**

About Your Background:

You excel in a fast-paced environment and possess excellent time management skills. You can effectively manage a demanding workload and consistently meet deadlines. The ideal candidate will have a Grade 12 diploma and at least three years of general office experience, including two years in a police or similar setting. A strong understanding of records management principles is essential. You demonstrate exceptional attention to detail in data entry and have strong organizational skills, thriving in a proactive team environment. A typing speed of at least 45 words per minute is required, along with the ability to efficiently handle a high volume of work.

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

- 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 April 22, 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.