

## **Operations and Records Liaison - RCMP (Permanent, Full-Time) - 1609**

**Close Date:** May 6, 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**

The City of Kamloops is looking to hire a permanent, full-time Operations and Records Liaison to work out of the RCMP detachment. This position works closely with Crown Counsel as a Court Liaison to coordinate and process court files and applications. They are also responsible for processing digital fingerprints and reviews and swears all information as prepared by Federal and Provincial Crowns. This position also involves the continuing provision of service as it relates to police operational files by handling non-emergency calls and complaints; reviewing and preparing files to appropriate court departments; and ensuring compliance with investigative techniques, RCMP policies and procedures, and legal requirements. If you are looking for work that is highly rewarding and can have a positive impact on RCMP operations, then apply to become an Operations and Records Liaison today!

### **Living in Kamloops**

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.

We have world class, hiking and biking trails, ski resorts, green spaces, and facilities to fit whatever your passions are! We are nestled in the interior of British Columbia a few hours away from the Okanagan lakes and the Vancouver coastline. This is Kamloops!

### **The successful candidate must have the following qualifications:**

1. Completion of senior secondary school or its equivalent.
2. Minimum of five years' previous experience as an operational police officer in demonstrating a broad knowledge of operational/administrative duties and general law enforcement.  
OR  
Minimum five years' relevant experience in a municipal support position within a policing environment, with extensive knowledge in CPIC, PRIME and JUSTIN, reviewing and scoring operational files, reviewing court files and the RCMP filing and records systems.
3. Proficient in basic Word and basic Excel, as demonstrated through testing (70% pass rate required).
4. Ability to successfully complete and pass all required courses offered on the job (such as PRIME, CPIC, firearms safety or its equivalent, etc.).
5. Ability to obtain a Special Provincial Constable appointment.

6. Ability to obtain and maintain an RCMP Reliability Security Clearance. Please note, if you are unable to obtain or maintain a 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) consecutive years).

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**

\$41.857

**Hours & Days of Work**

Monday to Friday

6:00 AM - 2:00 PM

7:00 AM - 3:00 PM

8:00 AM - 4:00 PM

8:30 AM - 4:30 PM

**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 telephone, email [hr@kamloops.ca](mailto: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](http://kamloops.ca/careers).