

RVISED Closing Date

Word Processing Operator - RCMP (Temporary, Full-Time) - 1630

Close Date:

June 15, 2025

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

An exciting and challenging opportunity exists for a temporary, full-time Word Processing Operator - RCMP at the City of Kamloops! The Word Processing Operator – RCMP reviews and transcribes operational files for the RCMP. This position requires a significant amount of attention to detail and someone who has the ability to focus in a busy setting while efficiently conducting the duties of this role. This position is part of a dynamic team that works out of the RCMP detachment, performs skilled typing and uses word processing equipment to complete a variety of tasks. If this sounds like a career that interests you, apply today.

Being employed with the City of Kamloops allows you to be part of employee well-being programs that include support for mental well-being and physical health through onsite gyms and a Wellness Works program that focuses on this critical corporate building block.

The successful candidate must have the following qualifications:

1. Completion of secondary school or its equivalent.
2. Proficient in intermediate Word and basic Excel, as demonstrated through testing (70% pass rate required).
3. Minimum six months' previous office experience in word processing or administrative assistant services.
4. Typing speed of 60 net wpm as demonstrated through testing.
5. Must currently hold an RCMP Secret Security Clearance. Please note, if you are unable to maintain an RCMP Secret Security Clearance, your employment will be evaluated.

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.

Please note, this is a temporary position until approximately June 26, 2026, or return of incumbent.

Career Opportunity



Canada's Tournament Capital

Hourly Rate

\$35.850

Hours & Days of Work

Monday - Friday 8:00 AM - 4:00 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 email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

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

Applications are accepted online at kamloops.ca/careers.