

Careers

Police Information Clerk



Join us as a Police Information Clerk and become a part of one of the busiest RCMP detachments in western Canada. Use your superior customer service and communications skills to provide front-counter service and phone reception to the general public. Utilize your training and experience to provide administrative and other support for police needs at the detachment.

Qualifications

- High School graduation or equivalent
- Eligibility for appointment as a BC Special Constable
- Typing – 45wpm
- Experience
- Communication Excellence
- Teamwork
- Problem Solving
- Computer literacy
- Enhanced Security Clearance

Help create Kelowna as a *City of the Future*. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly and lead responsibly.

Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport.

Grow your career in an organization that supports employee work-life balance and career and professional development. This is a CUPE bargaining unit position with an hourly rate starting at \$35.39 plus employer-paid comprehensive benefits, paid vacation and one of Canada's top pension plans.

The City of Kelowna is committed to being an organization that values and reflects its community's diverse population, and to fostering an equitable, inclusive and progressive work environment where everyone can be their authentic self and feels a sense of belonging.

For further information or to apply, please check our website at www.kelowna.ca/careers

Applications must be received by end of day **August 8th, 2025**.

Applicants not contacted within three weeks of the closing date are thanked for their interest