

Careers

Police Services Support Coordinator



Join our dynamic Police Services team as a Police Services Support Coordinator and become a part of one of the busiest RCMP detachments in western Canada. Utilizing your varied experience in a Police Services environment you will provide support covering various administrative positions including Police Services Records Clerk, Police Services Watch Clerk, Police Services Clerk, Police Information Clerk and Police Services Coordinator.

As a flexible and highly organized, detail oriented, multi-tasker, you will transcribe statements, audit files, provide reception, process police information checks and a variety of other related tasks. This position works a rotational schedule of 4 shifts on, 4 shifts off, 12-hour day shifts and 11-hour night shifts.

Qualifications

- Office Administration Certificate from a Post-Secondary Institution
- Experience
- Attention to Detail
- Communication Excellence
- Computer Literacy
- Decision-making
- Flexibility
- Teamwork
- Typing – 45 wpm
- RCMP 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 per hour plus employer-paid comprehensive benefits, an earned day off program, 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