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Records Administration Clerk - RCMP (Temporary)

Posted 14-Jul-2025 (PST) | RCMP | \$ 34.51-38.33 per hour | Hourly | Full-time Temporary | CUPE

| Additional 11.5% - 15.5% in lieu of benefits, vacation and statutory holidays (unless a permanent employee)

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Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership and the delivery of effective and community-focused services.

The City of Penticton is looking to fill the full-time temporary (35 hours a week, 12 months) position of **Records Administration Clerk** in our RCMP Detachment. The mission of the Penticton RCMP is to serve and protect the community, and work in partnership with the community to deliver a responsive and progressive police service. The RCMP promote respect for rights and freedoms, the law and democratic traditions, and treat all people equally and with respect in accordance with the RCMP's core values.

Reporting to the Records Supervisor, the **Records Administration Clerk** key duties are related to Disclosure of Records information, JUSTIN administration and CPIC data management. In addition, the incumbent provides support to the RCMP Records Unit and Court Liaison Officer.

Key Responsibilities:

- Disclosure of records information as per disclosure policy and legislation. Access to Information Act/Privacy Act, Court.
- Orders and Government ministries.
- Provides CLO and CPIC Operator support as required. Assigns work as required.
- JUSTIN Administrator.
- Non-disclosure as per legislation.
- Records Suspensions.
- DNA Administrator.

Required Knowledge, Abilities & Skills:

- Extensive knowledge of the rules, regulation, policies and procedures applicable to RCMP records file management and the Canadian Judiciary system.
- Knowledge of the Criminal Code of Canada, other federal and provincial statutes, municipal by-laws, Access to Information Act and Privacy Act.
- Knowledge of police records management systems, including but not limited to, PRIME, UCR, CPIC, CJIM and JUSTIN.
- Ability to initiate and/or carry out research, prepare records, reports and correspondence.
- Strong interpersonal, organizational and time management skills.
- Self- starter, able to work with minimal supervision.

Education, Training & Experience:

- Have and maintain security clearance by RCMP Special Constable Status.
- Must have, and be able to maintain, an RCMP Enhanced Reliability Security Clearance.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBT2QIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

So, if your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **July 24, 2025**.

Position type: Full-time Temporary (35 hours per week, 12 months)

Wage: \$34.51 - \$38.33 per hour (Pay Grade 8, CUPE).

Benefits: Additional 11.5% - 15.5% in lieu of benefits, vacation and statutory holidays (unless a permanent employee)

Competition #: 25-96