

# POLICE SERVICES CLERK

The City of Campbell River is searching for an experienced **Police Services Clerk** to join our Police Services Team in a Permanent Full-Time position

***Naturally, Campbell River*** – Located on Vancouver Island, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. We are a 45-minute drive from the winter and summer activities of Mount Washington, and just minutes from more than 100 km of all levels of mountain biking and hiking trails, plus easy access to the ocean, rivers and lakes for sports fishing, kayaking, paddle boarding and whale watching.

**The role:** Reporting to the RCMP Municipal Manager, the incumbent provides a wide variety of confidential clerical and administrative support for the Campbell River RCMP detachment. Primary responsibilities include front counter/reception, information, and transcription services.

The incumbent works as part of an overall records services team<sup>1</sup>, led by Police Record Services Coordinators. Working cooperatively and collaboratively, the incumbent is expected to participate as a member of the records services team and provide solutions to problems relating to records management, workflow, and any other matters that may arise.

**What we offer:** The rate of pay for this CUPE bargaining unit position is **\$33.94** per hour, based on a 35-hour work week. We offer a **comprehensive benefits package**, which includes 3 weeks paid vacation, extended health and dental coverage, a defined pension plan, life insurance, and short-term disability coverage.

**Our ideal candidate will have:**

- Grade 12 or equivalent
- Minimum of three (3) years' previous office administration experience including switchboard and reception experience.
- Previous experience working in a police environment.
- Previous transcription experience.

**Posting closing date:** August 5, 2025

**Posting Number:** 25-063

***Please apply using the 'Apply Now' link below. Resumes are no longer accepted through the careers email.***

**Please Note:** We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

**When you apply:**

You will be asked to upload a cover letter and resume as part of the application process. You may also be asked to answer some screening questions related to the position.

**Questions about this position?** Email [careers@campbellriver.ca](mailto:careers@campbellriver.ca)



**[Apply Now](#)**

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<sup>1</sup>"Records services team" includes the following positions: Court Liaison Officer; Watch Clerk; Records Clerk; Exhibit Clerk; Electronic File Disclosure Clerk; Police Services Clerk Typist.