

Records Management Systems (RMS) Clerk II - Training Opportunity (Permanent, Full-Time) - 1735

Close Date:

August 19, 2025

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

Make a positive difference in your community and play a pivotal role in assisting many aspects of RCMP!

Our RCMP municipal support team works collaboratively with the RCMP, provincial and federal court systems, and internal staff. In this role, you will make a direct positive impact on our operational excellence and pride in service priorities. Your contribution to our mission is recognized through an excellent compensation package that includes a best-in-class pension plan along with incredible perks that directly impact your wallet – free gyms, subsidized recreation programs, and employee wellbeing benefits and much more. In addition, there are professional growth opportunities enhanced through our employee training and development programs and our diverse organizational structure.

Across the City, we are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees and helps them reach their goals.

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.

We have world class, hiking and biking trails, ski resorts, green spaces, and facilities to fit whatever your passions are! We are nestled in the interior of British Columbia a few hours away from the Okanagan lakes and the Vancouver coastline. This is Kamloops!

We have an exciting opportunity to join our dynamic team working alongside the RCMP as a Permanent, Full-Time Records Management Systems (RMS) Clerk II - Training Opportunity with the City of Kamloops. This position includes the day-to-day operation of the RCMP records room performing a variety of specialized tasks, including verification and maintenance of information processed in the RCMP records management system (PRIME). Duties include assisting with CPIC maintenance checks for accuracy of CPIC files and assisting the PRIME Coordinator with maintaining RCMP files and databases. This position is the glue that keeps many RCMP positions together by assisting in many facets of keeping accurate and readily accessible records for police work. Additional duties include tracking individuals for files, answering calls to the detachment, assisting with exhibits, and much more! If this sounds like an opportunity that you would enjoy, please apply today!

The successful candidate must have the following qualifications:

1. Completion of senior secondary school or its equivalent.
2. Proficient in intermediate Word and intermediate Excel, as demonstrated through testing. (70% pass rate required.)
3. Proficient in alphanumeric data entry, as demonstrated through testing.
4. Minimum of one year of previous experience within the last five years in a municipal support position within a policing environment, working with RCMP records systems with extensive knowledge of PRIME.
5. Minimum typing speed of 45 words per minute, as demonstrated through testing.
6. Ability to successfully complete and pass all required courses offered on the job (e.g. PRIME, CPIC, etc.).
7. Ability to be designated a Special Constable status under the British Columbia Police Act.
8. Ability to obtain and maintain RCMP Reliability Security Clearance. If you are unable to obtain or maintain an RCMP Reliability Security Clearance, your employment with the City will be terminated. (To be considered for an RCMP Reliability Security Clearance, applicants must be a Canadian citizen or have Permanent Resident Status in Canada. Note: individuals with Permanent Resident Status must have resided (physically present) in Canada for the last five (5) consecutive years).

Awarding of Training Opportunity:

To be successful for this training opportunity, applicants must meet the above requirements. Applicants are able to participate in a maximum of three training opportunities within the Department.

On-the-Job Experience and Training:

The successful candidate for this opportunity will be gaining experience towards becoming a fully qualified Records Management Systems (RMS) Clerk II. The exact length of the training opportunity may vary based on the previous experience of the successful candidate and the length of the training opportunity will be up to a maximum of one year. Candidates commit to staying in the position for the length of time it takes them to become fully qualified.

Pay Rate:

The successful applicant for this training opportunity will receive the pay rate of Pay Grade 7 (inside), \$36.840 per hour to start. After successful completion of the experience required to meet the qualification of two years of previous experience within the last five years in a municipal support position within a policing environment, working with RCMP records systems with extensive knowledge of PRIME, the candidate will receive the pay rate of Pay Grade 8 (inside), \$37.425 as a fully qualified Records Management Systems (RMS) Clerk II.

Probationary Period:

The probationary period for this position will be 6 months or the completion of the training opportunity.

Please note, this Records Management Systems Clerk (RMS) Clerk II – Training Opportunity (1735) posting coincides with a posting for a fully qualified Records Management Systems Clerk (RMS) Clerk II (1724). Our preference is to hire a fully qualified Records Management Systems Clerk (RMS) Clerk II. However, if there are no candidates deemed fully qualified, candidates for the Records Management Systems Clerk (RMS) Clerk II – Training Opportunity posting will be considered.

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.

Hourly Rate

\$36.840

Hours & Days of Work

Monday to Friday: 8:00am-4:00pm OR 8:30am-4:30pm OR Modified Schedule Hours (extra day off every third week) Monday – Friday 7:30am – 4:00pm OR 8:00am – 4:30pm OR 8:30am - 5:00pm

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 telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

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

Applications are accepted online at kamloops.ca/careers.

Training Opportunity Terms & Conditions

The City of Kamloops encourages career development and professional growth for its employees. Training postings (including training opportunities and "in-training" postings) allow staff the prospect of moving into an area of the City operations that they may not otherwise have the experience or qualifications to bid into.

To support this, the parties have adopted the following terms and conditions for training postings. To illustrate your acceptance of the terms and conditions, please initial each item, date and sign at the bottom.

1. MANAGEMENT/EMPLOYEE RESPONSIBILITIES

The City recognizes that there is a joint responsibility for the development and success of the trainee. It is management's obligation to regularly monitor and assess the trainee's work to ensure that they are completing the requirements of the training. It is the employee's obligation to meet the commitments of the training posting, attend any training or educational sessions required and to participate in applicable duties at the workplace.

2. TRAINING TERMS

Training terms may vary in length, based on the amount of experience that the successful qualified applicant brings to the position.

3. ACCESS TO TRAINING

Employees will be allowed to access a maximum of three training types (training opportunity and/or in-training) during their employment with the City. The third training type, apprenticeship, will have a maximum of one opportunity.

Where the situation exists for an employee to pursue multiple opportunities related to a particular career path within a Division, consideration will be given on a case by case by the Employer to waive the access restrictions.

4. EMPLOYEE COMMITMENTS

- a) Employees must commit to the training term stated on the posting.
- b) After completion of the training term, employees must remain in the position for the commitment term stated on the posting.

- c) For a period of one year after completing the training term, employees (unless they are otherwise employed full-time outside of the classification), must accept any vacant shifts that should arise in the classification they have been trained in if that shift remains vacant after a posting or bid meeting process.

Any employee who does not fulfill the commitments of a training posting through their own actions will not be allowed access to any other training types in the future.

5. SENIORITY FOR TRAINEES

New employees hired for a training position will not obtain seniority during their probation period. If a trainee passes their probation period, seniority will be calculated as per the Collective Agreement and given to the employee at that time.

6. LAYOFF AND RECALL FOR TRAINEES

The trainee will be laid off before junior, fully qualified incumbents in the classification. The trainee will be recalled last after junior, fully qualified incumbents in the classification.

7. TRAINEE PROBATIONARY PERIODS

The probationary period for employees in training opportunities will be six (6) months. As per Article 10(i), for existing employees, the trainee will be returned to their former position if they fail their probation. As per Article 10(d)(iii), the employment of externally hired employees may be terminated at any time during the probation period at the absolute discretion of the employer, provided however, that such discretion is not used in an arbitrary, perverse, or capricious manner.

The Union has agreed to consider requests for longer probationary periods based on the length of the training term and/or a trainee's progress.

Employees with seniority, who have passed their probation period but do not fulfill the commitments of a training posting will forfeit the right to return to their former position but will be placed on an unpaid leave of absence and allowed to use their seniority for one year to bid on another position in the organization.

8. OVERTIME CALL OUT

In the event of an overtime call out, fully qualified staff will be called first. Trainees may be considered at management's discretion.

Employee

Date