

Security Clearance Specialist (Part Time - Exempt)

Job Requisition	JR-2025-167 Security Clearance Specialist (Part Time - Exempt) (Open)
Job Family	Exempt
Start Date	2025-10-03
End Date	2025-11-03
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Detachment-Building/Security-Clearance-Specialist--Part-Time---Exempt-_JR-2025-167
Description	Application Closing Date:

Nov 3, 2025

Note: Posting comes off at 12:00am on the closing date, with the competition closing at 11:59pm the day prior.

Salary Range:

\$71,136.99 - \$83,690.58

Minimum 20 hours per week.

Reporting to the Municipal Support Services Manager RCMP, the incumbent is responsible for completing comprehensive security clearance assessments of perspective and current employees.

Duties Include:

- Compiles and analyzes information related to the security clearance of perspective employees.
- Identifies risks resulting from information analysis.
- Conducts investigations and analyzes reports/information regarding potential/existing employees as a result of information of misconduct, criminality, corruption or criminal affiliation.
- Reviews completed security clearance forms for accuracy, comprehensiveness and full disclosure.
- Researches files and information and completes background checks using RCMP databases and other information systems.
- Creates appropriate, relevant questions for interviews and reference checks.
- Conducts detailed interviews.
- Completes reliability and reference checks.
- Investigates suspicious or unclear issues or activities.
- Prepares comprehensive reports summarizing and detailing analysis and findings.
- Maintains related records.
- Performs other related duties as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Graduation from a Canadian Police Training institution.
- Minimum 5 years experience in law enforcement or peace officer work including conducting investigations, interviewing and report writing.

Required Knowledge, Skills and Abilities:

- Knowledge of RCMP mandate, organization and culture in order to review, assess and evaluate security risks to the organization.
- Demonstrated knowledge of interviewing and investigation techniques including ability to utilize discretion and initiative as necessary.
- Current knowledge all aspects of governmental and departmental policy and procedures, legislation, regulations or directives governing the safety and security of personnel, property or assets for the department.
- Knowledge of software applications related to the work with ability to operate and maintain security of personal computer.
- Knowledge of Privacy and Access to Information legislative requirements/directives and RCMP departmental security policies pertaining to the secure handling and release of information.
- Ability to communicate clearly both orally and in writing.
- Research and analytical abilities.
- Polite, courteous and tactful in dealing with the public or other agencies.
- Must be able to obtain and maintain RCMP Reliability Status level clearance.

To Apply:

Please submit your resume, quoting the appropriate competition online at [vernon.ca/careers](https://www.vernon.ca/careers) by selecting “apply” and creating a candidate profile. Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

Worker Sub-Type	Permanent
Location	Detachment Building
Time Type	Part time
Locations	
Supervisory Organization	Administrative & Support Services - RCMP