

Records Management Systems (RMS) Clerk I (Temporary, Full-Time) - 1761

Close Date:

October 20, 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

Step into a fast-paced, front-line role with the RCMP Detachment where no two days are the same! As an RMS Clerk I, you'll be the face of the RCMP to the public—handling important documents, supporting police operations, and helping people when they need it most. This is your chance to work in a role that's both meaningful and action-packed, while using your skills in communication, organization, and technology.

The successful candidate must have the following qualifications:

1. Completion of senior secondary school or its equivalent.
2. Ability to obtain and maintain RCMP Reliability Security Clearance.
3. Proficient in intermediate Word and basic Excel, as demonstrated through testing.
4. Minimum one year's previous office experience where dealing with the public in person or over the phone were a significant part of the job duties.
5. Typing speed of 45 words per minute, as demonstrated through testing.
6. Proficient in alphanumeric data entry, as demonstrated through testing.
7. Ability to successfully complete and pass all required courses offered on the job (e.g. PRIME and CPIC).
8. Ability to be designated a Special Constable status under the British Columbia Police Act.

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. This is a temporary position until approximately March 2027 or return of the incumbent.

Hourly Rate

\$36.840

Hours & Days of Work

Monday – Friday Shifts could be any of the following:

6:00 am – 2:00 pm

7:00 am – 3:00 pm

8:00 am – 4:00 pm

8:30 am – 4:30 pm

9:00 am – 5:00 pm

10:00 am – 6:00 pm

11:00 am – 7:00 pm

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.