

Do we have a PRIME job for you!

Join us as our Watch Clerk and become a part of one of the busiest RCMP detachments in western Canada. Utilize your training and experience to provide operational and administrative support to the Watch Commander and RCMP members. Use your superior customer service and communications skills to respond to various enquiries from the public and other authorized police agencies. As a highly organized and detail-oriented multi-tasker, you will retrieve information from various RCMP databases, maintain internal records, prepare court documentation, transcribe statements and monitor video surveillance cameras. This position works a rotational schedule of 12 hour day shifts and 11 hour night shifts.

Experience in a police environment, along with strong computer literacy with the various RCMP systems is essential. An RCMP Enhanced Security Clearance, along with a typing speed of 45 words per minute are also required.

Help create Kelowna as a City of the Future. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly and lead responsibly. Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport.

Grow your career in an organization that supports employee work-life balance and career and professional development. This is a CUPE bargaining unit position with an hourly rate of \$31.81 per hour plus 14% in lieu of benefits, vacation and statutory holidays. The position has a confirmed term of 18 months but may be extended to 24 months.

The City of Kelowna is committed to being an organization that values and reflects its community's diverse population, and to fostering an equitable, inclusive and progressive work environment where everyone can be their authentic self and feels a sense of belonging.

For further information or to apply, please check our website at www.kelowna.ca/careers

Applications must be received by end of day **December 19, 2025**.

Applicants not contacted within three weeks of the closing date are thanked for their interest