

Community Services Communications Clerk (Temporary, Full-Time) - 1799

Close Date:

November 27, 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

As the Community Services Communications Clerk, you'll be at the heart of our operations—coordinating communications, supporting front-line teams, and helping residents get the information and assistance they need. In this fast-paced and highly interactive role, you'll respond to community inquiries and concerns, dispatch Community Services Officers, facilitate departmental communications, and provide exceptional customer service.

The successful candidate must have the following qualifications:

1. Completion of senior secondary school or its equivalent.
2. Minimum one year's previous office experience, where dealing with the public in person and on the phone/dispatch system was a significant part of the position.
3. Proficient in basic Word and basic Excel, as demonstrated through testing. (70% pass rate required)
4. Typing speed of 45 words per minute, as demonstrated through testing.
5. 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).

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. More than one may be hired.

Please note, this is a temporary position until approximately December 31, 2026 or return of incumbent.

Hourly Rate

\$ 36.840

Hours & Days of Work

Monday – Friday: 8:30 am-4:30 pm (year-round)

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.