



New Westminster Police Department

JOB POSTING Assistant, Police Information Checks Temporary Full-Time

We are looking for a team player who demonstrates excellent communication skills, loves working with the details, and takes great satisfaction in managing a variety of tasks.

The NWPD is a mid-sized police department with over 200 employees. We are committed to having a professional and supportive workplace promoting employee equity, wellness, and fulfillment. We are a hard-working and welcoming team focused on doing great work and serving our community.

What your key role will be

As the Assistant, Police Information Checks, you will be responsible for processing police information checks, record suspensions and requests for fingerprinting services. As a member of our team, you will not only deliver innovative solutions that support unit objectives, but also thrive independently to manage your daily responsibilities and priorities. Responsibilities include but are not limited to:

Administrative Analytics: You'll refer to a number of legislative resources as you process a variety of applications and requests for service. You'll perform a wide range of administrative functions, including outside agency requests, maintaining records, files, reports and other correspondence.

Attention to Detail: You'll be happiest when working with the details that support the bigger picture and you take great pride in rolling up your sleeves to get even the smallest of tasks done.

Adaptability: You'll have the ability to adapt to and manage multiple tasks in a fast-paced environment, including the ability to transition to changes in policy and procedures within the Department as well as outside agencies.

Communication: You'll have excellent written and oral communication skills as well as the ability to convey information clearly and simply. As well, you are an active listener, who ensures you understand directions and information.

Customer Focus: You'll enjoy working with the public and outside organizations by helping them navigate through their requests for service.

Decision Making: You'll have strong decision-making skills that allow you to make confident assessments of policies and procedures and apply them accordingly to daily responsibilities/priorities.

Time Management: You'll manage your time and resources to ensure work is completed efficiently and with minimal supervision. You'll be checking off your checklist for the deadlines you meet and the tasks you complete.

Team Player: You'll genuinely enjoy engaging with your teammates to get the work done. You believe in the importance of building and maintaining strong working relationships.

What you bring to this role

You will have experience and success *in many* of the following areas:



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- You have completed Grade 12
- You have top-notch administrative and analytical skills
- You have experience working in an office environment and providing support to a team
- You are motivated, compassionate, and empathetic with a genuine desire to help others
- You support and promote a diverse, inclusive, and healthy workplace
- You have a willingness to learning police computer applications: Police Records Information Management Environment (PRIME), the Canadian Police Information Centre (CPIC), and Justice Information System (JUSTIN)
- You can navigate your role while exercising considerable confidentiality, tact, and diplomacy
- You can pass and maintain a security clearance, including a background check and polygraph

What we can offer you

- An exciting and challenging career
- Competitive salary and municipal pension plan
- Vacation time to foster a flexible work-life balance
- Learning and development reimbursement as well as support with opportunities for personal growth and career development, including workshops and online learning
- Comprehensive extended health and dental benefits, group life insurance, employee and family assistance program, sick leave plan, and maternity leave top up to 6 weeks at 95%
- Access to on-site fitness facility, free staff parking, and transit subsidy
- Supportive leaders and co-workers who care about you and your family's health and wellness
- Centrally located in the Lower Mainland of British Columbia
- One block away from Columbia Skytrain Station
- A work environment giving you the ability to connect one-on-one with our staff, including police officers, civilian members, and senior leadership team

What we'll accomplish together

As a civilian member, working within a police department is a career like no other. It brings excitement, variety, and a challenge. The person you are, the work you will do, and the role you will play in this organization matters. You will become part of the NWPD family and join our group of diverse and talented people who truly want to make a difference.

If you are excited and curious to learn more about this opportunity, please apply – we would love to hear from you!

Job Title: Assistant, Police Information Checks

Employment Status: Temporary Full-Time for 1 Year

Application Deadline: January 5, 2026 at 8:00 am

Number of Positions: One

Union: CUPE Local 387

Department: Quality Control Unit, NWPD

Salary: \$53,856 to \$63,224 per year plus benefits

Keeping New Westminster Safe and Secure
www.nwpolice.org



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Hours of Work: This position's work week is from Monday to Friday with 8-hour shifts in length, including a one-hour unpaid meal break. The hours of work are 8:00 a.m. to 4:00 p.m.

Career Centre: <https://nwpd.bamboohr.com/careers>

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on. We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those with Canadian Citizenship or Permanent Residency in Canada.