

Careers

Police Services Disclosure Specialist- Up to 12 Month Term

Manage our cases!

Join our dynamic Police Services team as a Police Services Disclosure Specialist and become a part of one of the busiest RCMP detachments in western Canada. We are looking for an experienced professional to manage the information in Major Case Management applications. This includes analysis and planning by providing guidance and expert advice on the use of major case management systems and time critical database extractions for disclosure.

The successful incumbent will review information management, interpret policy and best practices, make recommendations on data management, as well as develop and deliver a variety of training workshops as the “team leader”.

Qualifications include:

- Related technical diploma or equivalent education including SQL database management
- Computer Expertise
- Teamwork and Service Excellence
- Project Management, Problem-solving & Attention to Detail
- BC Drivers License – Class 5
- Ability to obtain RCMP Enhanced Security Clearance

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 neighborhoods, and a world-renowned College and University. You’re only a quick link to the world via 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 starting at \$43.87 plus 14% in lieu of benefits, vacation and statutory holidays. The position has a confirmed term up to 12 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 **March 13, 2026**.

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