

Records and Disclosure Specialist



Nelson Police Department Competition #26NP05

Nestled on the West Arm of Kootenay Lake in the Selkirk Mountains, Nelson is a dynamic, community-driven city known for its historic charm, progressive spirit, and exceptional quality of life. With a vibrant downtown filled with heritage buildings, locally owned shops, restaurants, and cafés, Nelson offers a unique blend of opportunity and lifestyle. From skiing and biking to kayaking and golfing, year-round recreation and natural beauty make Nelson not only a desirable place to live but a meaningful place to serve.

The Records and Disclosure Specialist serves as a key administrative support role within the Nelson Police Department, acting as the primary point of contact for non-emergency inquiries, complaints, and service requests—both in person and via the department's non-emergency switchboard. This position is integral to the efficient operation of the department, ensuring the accurate creation, maintenance, and processing of various records and documentation.

The incumbent is responsible for managing non-emergency complaint files, transcribing statements, tracking subpoenas, conducting police information checks, and performing civil fingerprinting. These duties require precision, discretion, and strict adherence to legal and departmental standards. The role demands exceptional organizational skills, attention to detail, and the ability to manage multiple priorities in a dynamic and high-pressure environment. Strong interpersonal skills and professionalism are essential, as the Specialist interacts regularly with the public, law enforcement personnel, and justice system stakeholders.

Essential Qualifications

- Completion of post-secondary administrative or criminology courses, or an equivalent combination of education and experience.
- In-depth knowledge of police reporting systems, records management, and evidence handling procedures.
- Eligibility for enhanced reliability status clearance.
- Strong written and verbal communication skills.
- Proven ability to manage stressful situations with discretion and professionalism.
- Excellent time management, organizational, analytical, and problem-solving abilities.
- Proficiency in software systems used by the Nelson Police Department (e.g., PRIME, JUSTIN, Office 365).

Position Benefits

The Nelson Police Department offers a competitive and comprehensive benefits package, including:

- Career growth opportunities within a respected municipal police service;
- Medical and dental benefits;
- Sick leave provisions, including a Long-Term Disability Plan;
- Employee and Family Assistance Program, including access to psychological services;
- Membership in the BC Municipal Pension Plan;
- Comprehensive annual leave package.

Hours/Days of Work: Monday - Friday, 40 hours per week

Compensation: \$79,883 annual salary

Application Deadline: March 15, 2026

Why Join the Nelson Police Department?

Joining NPD means becoming part of a department with a long-standing history of community trust and professional excellence. Our members are committed to innovation, accountability, and teamwork while serving one of the most vibrant and scenic communities in British Columbia.

To find a full description of the position role, including required qualifications and experience, please visit nelson.ca/jobs.

If you wish to be considered for this position at the Nelson Police Department, please submit your detailed resume and cover letter, in confidence, to the attention of the Chief Constable at:

Chief Constable Donovan Fisher

606 Stanley St, Nelson, BC V1L 1N4

Email: administration@nelsonpolice.ca

Please mark your application **Records Competition #26NP05**

*The Nelson Police Department is an equal opportunity employer committed to employment equity.
We encourage all qualified candidates to apply.*