

DATA PROCESSOR

Regular Full-Time
Police Support Services / Administrative Services

Showcase Your Attention to Detail in This Highly Technical Role!

About our community:

Boasting a high quality of life and standard of living, Prince George has all the amenities of a large city mixed with the friendliness and appeal of a smaller community. It is a regional centre for close to 326,000 people for shopping, education, health care, the arts, and sports. Prince George's central location in the province offers work/life balance with unparalleled access to four-season outdoor recreation activities that are complemented by a full range of urban amenities and a comprehensive transportation infrastructure that connects residents, businesses, resources, and agricultural products to markets around the world. And it is only a short drive to almost anywhere in Prince George – spend less time commuting and more time doing what matters most to you! Discover all these opportunities and more!

About our organization:

The City of Prince George is committed to ensuring a positive, well-balanced work environment for its employees. With opportunities for employee training, wellness programs, and professional development the City of Prince George offers a safe and supportive workplace in which to serve our community.

About the opportunity:

In this exciting and challenging role, you will be responsible for supporting the RCMP by preparing and managing electronic files for submission to Crown Counsel and other purposes. This position involves compiling and linking various reports, documents, audio and video files, and other electronic materials into an acceptable format in accordance with the Memorandum of Understanding between the Attorney General's Office and the RCMP E Division. In this role, you may also be required to give evidence in court. Additionally, you may encounter extremely graphic and disturbing information and visual materials. There will be times when you need to work in high-pressure situations under significant deadlines, particularly when crime investigations warrant it. In this context, maintaining the quality and accuracy of data is of utmost importance.

About your background:

The ideal candidate should possess at least a one-year college certificate in Computer Information Systems or a related field, along with two years of relevant experience in a database support role. Experience in a police environment and familiarity with police investigative procedures will be considered advantageous. A strong understanding of database principles and practices is essential. **As a condition of employment, you must be able to obtain and maintain an RCMP Reliability Security Clearance.**

Why you will love working for our Police Support Services team at the City of Prince George:

- You are data-driven and are committed to providing detailed and accurate information in support of justice.
- Work with a highly specialized team of Police Support professionals dedicated to providing exceptional service.
- Enjoy a wage of \$39.56 - \$40.44 per hour plus an excellent benefits and pension package.

If you are interested in joining our team, please apply by May 14, 2026 to:

<http://princegeorgejobs.prevueaps.ca/jobs/>

Want to know more about this exciting career?

Please refer to the job description on our website for more details!

Want to know more about living and working in Prince George?

Please visit: [Move Up Prince George / City of Prince George](#)

The City of Prince George thanks all those who apply, however only those selected for an interview will be contacted.