

## Police Services Clerk

***Naturally, Campbell River*** – Located on Vancouver Island, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. We are a 45-minute drive from the winter and summer activities of Mount Washington, and just minutes from more than 100 km of all levels of mountain biking and hiking trails, plus easy access to the ocean, rivers and lakes for sports fishing, kayaking, paddle boarding and whale watching.

---

**The role:** Reporting to the RCMP Municipal Manager, the Police Services Clerk provides a wide variety of confidential clerical and administrative support for the Campbell River RCMP detachment. Primary responsibilities include front counter/reception, information, and transcription services.

The Police Services Clerk works as part of an overall records services team, led by Police Record Services Coordinators. Working cooperatively and collaboratively, the incumbent is expected to participate as a member of the records services team and provide solutions to problems relating to records management, workflow, and any other matters that may arise.

**Our ideal candidate will have:**

- Grade 12 graduation (or equivalent)
- Minimum three (3) years' previous office administration experience including switchboard and reception experience.
- The successful candidate will be required to pass and maintain **RCMP Secret Security Screening**.

**Preferred Qualifications:**

- Previous experience working in a police environment.
- Previous transcription experience.

**Unusual Working Conditions:**

- Police Services Clerks work on a rotational basis performing front counter and transcription duties. While performing transcription duties, they will provide back up to front counter as needed.
- Exposure to information and material of an extremely disturbing and graphic nature.

**What we offer:** The rate of pay for this CUPE bargaining unit position is **\$35.04** per hour working **35 hours per week**, Monday through Friday. We offer a **comprehensive benefits package**, which includes 3 weeks paid vacation, extended health and dental coverage, a defined pension plan, life insurance, and short-term disability coverage.

---

**Posting closing date:** September 13, 2026

**Posting number:** 26-066

**Please apply using the 'Apply Now' link below.**

**When you apply:** You will be asked to upload a cover letter and resume as part of the application process. You may also be asked to answer some screening questions related to the position.

**Questions about this position?** Email [careers@campbellriver.ca](mailto:careers@campbellriver.ca)



[Apply Now](#)