

CPIC OPERATOR

Regular Full-Time

Police Support Services / Administrative Services

A Detail-Oriented Role in Police Support Services

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 detail and quality-oriented position, you will operate and update the **Canadian Police Information Centre (CPIC)** terminals. Using superior attention to detail skills you'll maintain files, make inquiries, run criminal record checks, and add, modify, and remove information held on the system. You will also liaise with other police and outside agencies to answer inquiries.

About your background:

You have excellent communication, interpersonal and customer service skills, and the ability to work within a proactive team environment. As the successful candidate, you have completed grade 12 and have at least one year of general office experience. A typing speed of 50 wpm is required, along with considerable skill with data entry tasks. This position requires the ability to understand and follow detailed procedures along with well-developed business English, spelling, punctuation, and arithmetic skills. **The successful candidate must be able to obtain and maintain Enhanced Reliability Status as a condition of employment, in accordance with the Government of Canada's Directive on Security Screening. Applicants must provide a complete and verifiable five (5) year history, including residences, employment, education, and other activities, with no unexplained gaps. Periods of six (6) consecutive months or more spent outside Canada must be disclosed and may require additional verification. Screening may include identity verification, criminal record checks, reference checks, credit check and other background inquiries relevant to the position.**

Why You Will Love Working for our Police Support Services team at the City of Prince George:

- Work with a proactive team dedicated to quality.
- Enjoy a competitive wage of \$35.46 - \$36.23 per hour plus a comprehensive benefits and pension package.

If you are interested in joining our team, please apply by September 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.