

Records Reviewer - RCMP (Permanent, Full-Time) - 2020

Close Date

September 17, 2026

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

The **permanent, full-time Records Reviewer** plays a critical role in safeguarding the integrity, accuracy, and legal compliance of RCMP operational records. Working under limited supervision of the Records Management Systems Supervisor and the PRIME and Records Coordinator, this position performs highly skilled, detail-driven work within the Police Records Information and Management Environment (PRIME).

This role is at the heart of investigative quality assurance. By reviewing police operational files, the Records Reviewer ensures investigations meet RCMP standards, legal requirements, and best practices. The position identifies gaps in investigative techniques, documentation, and policy compliance, and proactively communicates findings to supervisors to support investigative excellence.

You will have opportunities for ongoing training and many other internal perks! And with an unbeatable pension plan, workplace culture, and a supportive work-life balance, you can be confident that the City of Kamloops is invested in your long-term success and well-being. This is your chance to build a fulfilling career in Civic Operations in one of Canada's most beautiful and dynamic cities.

This opportunity is in the amazing city of Kamloops which offers the perfect balance of career growth and quality of life. We are known as Canada's Tournament Capital and are one of Canada's fastest growing cities! Nestled in the heart of British Columbia's stunning interior, Kamloops is known for its warm climate, outdoor adventure, and vibrant community. Whether you enjoy hiking, biking, skiing, golfing, and many more activities – Kamloops has something for every outdoor enthusiast—right at your doorstep. With short commutes, friendly neighborhoods, and a lower cost of living compared to major urban centres, Kamloops makes it easy to find your work-life balance.

The successful candidate must have the following qualifications:

1. Completion of senior secondary school or its equivalent.
2. Minimum of five years' previous experience as an operational police officer, demonstrating a broad knowledge of operational/administrative duties and general law enforcement with extensive knowledge in CPIC, PRIME, IntelliBook, and JUSTIN;
OR
3. Minimum five years' relevant experience in a municipal support position within a policing environment, with extensive knowledge in CPIC, PRIME, IntelliBook and JUSTIN, reviewing and scoring operational files, and the RCMP filing and records systems.
4. Proficient in basic Word and basic Excel, as demonstrated through testing. (70% pass rate required)
5. Minimum typing speed of 45 words per minute, as demonstrated through testing.
6. Proficient in alphanumeric data entry, as demonstrated through testing.
7. Ability to successfully complete and pass all required courses offered on the job (such as PRIME, CPIC, IntelliBook, firearms safety or its equivalent, etc.).
8. Ability to obtain a Special Provincial Constable appointment.
9. Ability to obtain and maintain RCMP Reliability Security Clearance. If you are unable to obtain or maintain an RCMP Reliability Security Clearance, your employment with the City will be terminated. (To be considered for an RCMP Reliability Security Clearance, applicants must be a Canadian citizen or have Permanent Resident Status in Canada. Note: individuals with Permanent Resident Status must have resided (physically present) in Canada for the last five (5) consecutive years).

Hourly Rate

\$ 43.113

Hours & Days of Work

Monday - Friday 8am-4pm or 8:30am-4:30pm

OR

Modified Schedule (with extra day off every third week) Monday – Friday 8:00am-4:30pm

Hours per Week

35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.