Exhibit Custodian (Regular)

Job Requisition	JR-2026-293 Exhibit Custodian (Regular) (Open)
Job Family	CUPE
Start Date	2026-10-28
End Date	2026-11-19
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Detachment-Building/Exhibit-Custodian--Regular-_JR-2026-293

Description

Internal Closing Date:

Nov 5, 2026

External Closing Date:

Nov 19, 2026

Note: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Hourly Rate:

41.17

Minimum Weekly Hours:

35

Reporting to the Senior Manager, Municipal Support Services - RCMP , this position processes and controls all Detachment exhibits and performs a variety of other related functions as directed.

Duties Include:

- Accountable for handling, safe keeping and storage of seized property to preserve continuity of evidence to achieve successful prosecutions in Court. Controls and monitors all exhibit documentation for accuracy and adherence to criminal law and to the policies and guidelines provided, and brings oversights to the attention of the appropriate supervisor or investigator.
- Controls the movement, storage, and disposition/destruction of all Detachment exhibits, soliciting input from investigating members as necessary to protect the integrity of the exhibit system.
- Responds to exhibit-related inquiries from the general public and takes appropriate action by way of dealing with the matter directly or referring the inquiry to the appropriate person.
- Maintains an exhibit diary date system that includes court considerations and appeal periods.
- Conducts ongoing review of exhibits to ensure accuracy and completeness for quality assurance.
- Manages and leads ongoing reviews to improve best business practices and make recommendations for training and education.
- Coordinates and conducts required training and education related to exhibits.
- Provides other related duties as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Post-secondary certificate in Office Administration, Legal Secretary, or equivalent education.
- Minimum two years recent experience in a policing environment in an operational support role such as records review, court liaison, or police exhibit safeguarding.
- Valid B.C. Driver's license.
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Sound knowledge of RCMP policy, directives and procedures concerning exhibit handling.
- Sound knowledge of PRIME (Police Records Information Management Environment).
- Knowledge of CPIC (Canadian Police Information Centre) system.
- Proficient working with a variety of computer and related software applications and general office equipment.
- Ability to review exhibit files for clarity, completeness, accuracy and adherence to RCMP policy and procedure.
- Must obtain within three months, Canadian Firearms Safety Course for non-restricted and restricted weapons.
- Ability to obtain WHMIS upon commencement of the position.
- Ability to establish and maintain effective working relationships with internal and external contacts.
- Ability to communicate effectively orally and in writing.
- Ability to work with minimal supervision and effectively prioritize, multi-task and co-ordinate a demanding workload.
- Ability to obtain and maintain an acceptable Police Information Check.
- Ability to obtain and maintain a RCMP Enhanced Reliability Status security clearance.

To Apply:
Please submit your resume, quoting the appropriate competition online at vernon.ca/careers by selecting "apply" and creating a candidate profile.

- Internal applicants are asked to apply using their worker profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. Please note that we are unable to accept phone calls regarding application status.

Worker Sub-Type	Permanent
Location	Detachment Building
Time Type	Full time
Locations	
Supervisory Organization	Municipal Support Services - RCMP