CITY OF PRINCE GEORGE

Build your career
with the City of Prince George

HEAD WATCH CLERK

Regular Full-Time
Police Support Services / Administrative Services

Ensuring Records Integrity and Operational Support

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 and professional development, we offer a safe and supportive workplace in which to serve our community. The City of Prince George is committed to fair and equitable hiring practices. We believe our workforce should reflect the diverse community we serve and that diversity fosters innovation, enhances service delivery, and is a benefit to all.

About the opportunity:
In this exciting and challenging role, you will assist the Watch Clerk Supervisor in ensuring the quality and accuracy of RCMP records. You will generate a variety of statistical reports and contribute to special projects. As a vital member of the Police Support Services Team, you will serve as a knowledgeable resource and will be responsible for training Watch Clerk staff. Additionally, the Head Watch Clerk performs the full range of Watch Clerk duties, ensuring that RCMP records management requirements are met and that operational files comply with various standards. The Head Watch Clerk also serves as the designated backup for the Records Supervisor. Throughout your duties, you will encounter highly graphic and disturbing information and visual materials**. 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 checks, and other background inquiries relevant to the position.**

About Your Background:
The ideal candidate possesses exceptional self-motivation and the ability to work effectively independently. You have strong attention to detail in your data entry, excellent organizational skills, and you excel in a proactive team environment. In addition to having a high school diploma, you have completed leadership and management courses and have at least 5 years of administrative experience. This includes 2 years of experience as a Watch Clerk or in a records management and auditing role within a police environment, specifically using PIRS and PRIME systems. You also have a solid understanding of RCMP procedures and policies related to reading, scoring, and auditing files.

Why You Will Love Working for our Police Support Services team at the City of Prince George:
- Showcase your attention to detail and commitment to quality in this records management role!
- Enjoy a competitive wage of $37.65 - $38.51 per hour plus a comprehensive benefits and pension package.

If you are interested in joining our team, please apply by December 7, 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.