



## CASUALS – POLICE SERVICES

The City of Nanaimo is seeking casual employees to work in a variety of positions in Police Services, including Switchboard Operator, Watch Clerk, Police Records Clerk, Court Liaison Clerk, Steno and Prisoner Guard. Under the general supervision of the Manager, Police Support Services, these positions provide support to the Nanaimo RCMP detachment.

### Qualifications

Attainment and maintenance of RCMP Reliability/Security clearance is mandatory for these positions and may take up to one year to complete. Applicants must have successfully completed Grade 12 plus the following qualifications. An equivalent combination of education and experience may be considered.

**Switchboard Operator, Watch Clerk & Police Records Clerk** – a minimum of 2 years' related experience, typing speed of 50 wpm and data entry speed of 100 strokes per minute. Switchboard and data entry, as well as experience in a law enforcement office environment would be considered assets.

**Court Liaison Clerk** – basic police training, valid Class 5 BC Driver's Licence and a minimum of 4 years' operational policing experience or experience within a criminal legal system, court or police environment.

**Steno** – a minimum 6 month Office Administration training program from an accredited educational institute, one year of related clerical or customer service experience, typing speed of 60 words per minute, and advanced computer skills in Microsoft Word.

**Prisoner Guard** – a minimum of 3 months' related experience, and Occupational First Aid Level 1 or equivalent.

### Additional Information

These are unionized positions, starting at \$34.35 per hour. These positions support a 24/7 operation and involve shift work, including evenings and weekends. There are no guaranteed hours associated with these positions. Shortlisted applicants may also be required to undergo a verification of their education credentials.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to [employment.opportunities@nanaimo.ca](mailto:employment.opportunities@nanaimo.ca) referencing Casual – Police Services.

For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer that values diversity and invites applications from all qualified individuals who are legally entitled to work in Canada. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If shortlisted for the role and need an accommodation within the hiring process, we would be pleased to discuss how best to accommodate your needs.

## Discover What's Possible

The City of Nanaimo is a growing, livable urban centre that still maintains its historic charm. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Metro Vancouver, and a 90 minute drive from Victoria. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as social and wellness activities. Depending on the position, we also offer flexible work opportunities, alternative work schedules and remote work programs.

### Posting Date

Wednesday, March 20, 2024

### Contact Information

Human Resources  
City of Nanaimo  
2<sup>nd</sup> Floor, 455 Wallace Street  
Nanaimo, BC V9R 5J6  
Phone: (250) 755-4406  
Fax: (250) 755-4449