



PERMANENT PART-TIME WATCH CLERK

(Competition 22-09)

Position Overview

The City of Nanaimo is seeking a permanent part-time Watch Clerk. Under the general supervision of the Manager, Police Support Services, and under the direct supervision of the Records Supervisor, the Watch Clerk enters, removes, and edits all relevant data into the Police Records Information Management Environment (PRIME), Uniform Crime Reporting (UCR), File Tracker, and Canadian Police Information Centre (CPIC) computer systems. The incumbent performs classification and quality assurance reviews of general duty operational files.

Qualifications

Applicants must have completed grade 12 and have a minimum of 2 years' related experience, including experience in a law enforcement office environment or data entry experience. An equivalent combination of education and experience may be considered. Attainment and maintenance of RCMP Reliability/Security clearance is mandatory for this position.

Additional Information

This is a unionized position. \$34.62 per hour - after Probation (Jan 2022 Rate). Shift work will be involved in this position including weekend and evening shifts. Minimum hours for this position will be 24 hours per week.

The City has implemented a COVID-19 vaccination policy in an effort to boost BC's vaccination rates and keep our employees safe. All new hires will be required to provide proof of full vaccination prior to commencing employment. Shortlisted applicants also may 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 referencing the specific competition 22-09 by the application deadline.

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

Discover What's Possible

Situated between the mountains and the ocean, on the east coast of Vancouver Island, the City of Nanaimo is centrally located, about 1½ hours from Victoria and 2 hours from Vancouver by ferry. With a university and well-developed parks, recreational, cultural and social amenities, Nanaimo is truly an extraordinary place to live.

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

January 14, 2022

Application Deadline

Friday, February 4, 2022
4:30 p.m.

Contact Information

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

The City of Nanaimo is an inclusive employer and invites applications from all qualified individuals. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If you are unsuccessful, please accept our appreciation for your interest. This position is restricted to those legally entitled to work in Canada.