



# PERMANENT FULL-TIME POLICE RECORDS CLERK

(Competition 23-96)

## Position Overview

The City of Nanaimo is seeking a permanent full-time Police Records Clerk. Under the general supervision of the Manager, Police Support Services, and under the direct supervision of the Records Supervisor, the incumbent enters, removes, and edits all relevant data into the Police Records Information Management Environment (PRIME), the Canadian Police Information Centre (CPIC) and other RCMP systems as required. The incumbent performs quality assurance reviews by “reading” and classifying operational files in the second instance. The work is detailed in nature and constitutes final quality assurance checks on operational files for all RCMP sections.

## Qualifications

Applicants must have Grade 12 and a minimum 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.

## Additional Information

This is a unionized position. \$37.44 per hour - after Probation (Jan 2024 Rate), based on a 35 hour work week. Hours of work will be between 8:00 a.m. and 11:30 p.m., Sunday through Saturday.

Shortlisted applicants may be required to undergo a criminal record check and/or 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 the specific competition 23-96 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>.

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.

# 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

Thursday, April 25, 2024

## Application Deadline

Open until filled

## Contact Information

Human Resources  
City of Nanaimo  
2<sup>nd</sup> Floor, 455 Wallace Street  
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