



PERMANENT PART-TIME EXHIBIT & PROPERTY CLERK

(Competition 24-30)

Position Overview

The City of Nanaimo is seeking a permanent part-time Exhibit & Property Clerk. Under the direction of the Manager, Police Support Services, and under the general supervision of the Operational NCO RCMP, the incumbent maintains the exhibits and property systems of the RCMP to ensure their availability for court purposes and disposition prescribed by law, and performs related duties.

Qualifications

Applicants must have successfully completed Grade 12 and a minimum of 2 years' experience in safe handling of exhibits and property or related experience within the Police Records Information Management Environment (PRIME) system. An equivalent combination of education and experience may be considered.

Possession of a valid Class 5 BC Driver's Licence as well as attainment and maintenance of RCMP Security Clearance is mandatory.

Additional Information

This is a unionized position. \$38.71 per hour - after Probation (Jan 2024 Rate). Hours of work will be between 6:00 a.m. to 11:30 p.m., 14 to 35 hours per week depending on workload, 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 referencing the specific competition 24-30 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 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 6, 2024

Application Deadline

Thursday, March 28, 2024
4:30 p.m.

Contact Information

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