



CASUALS – POLICE SERVICES

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

Clerical positions – applicants must have a minimum 6 month Office Administration training program from an accredited educational institution (e.g. VIU or Sprott Shaw) and a minimum of 1 year related experience. Switchboard and data entry experience, as well as experience in a law enforcement environment would be considered assets. An equivalent combination of education and experience may be considered.

Prisoner Guards – applicants must have a minimum of Grade 12 supplemented by guard training or related courses and a minimum of 3 months' related experience. Occupational first aid level 1 is required. An equivalent combination of education and experience may be considered.

Attainment and maintenance of RCMP Reliability/Security clearance is mandatory for these positions and can take up to 6 months to complete.

These are unionized positions. The clerical positions start at \$32.89 per hour. The Prisoner Guard position starts at \$31.76. These positions support a 24/7 operation and involve shift work, including weekend and evening shifts. There are no guaranteed hours associated with casual positions.

Shortlisted applicants also may be required to undergo a verification of their education credentials.

To apply for this opportunity, please submit a resume, cover letter, and copies of the required certifications listed above (.docx or PDF file format) to employment.opportunities@nanaimo.ca.

For detailed information on this position and for more information on our community, please visit our website at 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 rapidly growing community with a population of approximately 100,000. Nestled between the mountains and the ocean, on the east coast of Vancouver Island, we are 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.

Posting Date

Friday, March 4, 2022

Application Deadline

Open Until Filled

Contact Information

Human Resources
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