



# PERMANENT FULL-TIME MAJOR CASE FILE SPECIALIST

(Competition 21-04)

## Position Overview

The City of Nanaimo is seeking a permanent full-time Major Case File Specialist. Reporting to the Manager, Police Support Services, the incumbent provides specialized, dedicated support to the RCMP investigative teams, File Coordinator/Primary Investigator, and any other investigators that require disclosure by facilitating the disclosure of sensitive major crimes and professional standards investigations. Provides guidance on specialized IT/major case management (MCM) applications enabling the electronic file management and disclosure of police documents and digital material, complying with current case law and agreements consistent with the Memorandum of Understanding (MOU) between Police and Crown Counsel. Ensures that all major crime files are managed and disclosed consistently, timely, and following best practices. The incumbent will provide recommendations to management on complex issues. Will assist and participate in all aspects of providing risk management.

## Qualifications

Applicants must have completed Grade 12 and completion of an Advanced Disclosure Course. A minimum of 4 years' experience using major case management principles and liaising with relevant parties (e.g. Crown Counsel and the investigative team) is required. 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. \$42.02 per hour - after Probation (Jan 2021 Rate), based on a 35 hour work week. A comprehensive benefit package is included. The wage level for this position is subject to confirmation under a union/management jointly negotiated job evaluation plan.

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 21-04.

For detailed information on this position and for more information on our community, please visit our website at [www.nanaimo.ca](http://www.nanaimo.ca).

# Discover What's Possible

The City of Nanaimo is a rapidly growing community with a population of approximately 98,000. 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

Wednesday, May 5, 2021

## Application Deadline

Open Until Filled

## 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

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.