



## CASUAL POLICE INFORMATION CLERKS

### Position Overview

The City of Nanaimo is seeking Casual Police Information Clerks. Responsible to the Manager, Police Support Services and under the direct supervision of the Police Information Supervisor, the incumbent assists other police agencies and the general public by processing documents and providing police information and interpretation relating to Provincial and Federal statutes, regulations, and municipal bylaws.

### Qualifications

Applicants must have completed Grade 12 and have basic police officer training. A minimum of 2 years' operational police experience is required. An equivalent combination of education and experience may be considered.

Attainment and maintenance of RCMP reliability/security clearance and Ministry of Public Safety and Solicitor General Special Provincial Constable designation for document service are required.

### Additional Information

This is a unionized position. \$32.24 - \$33.94 per hour (Jan 2021 Rate). There are no guaranteed hours associated with these positions. Hours of work could range from 6:00 am to 11:30 pm, Sunday through Saturday, up to 7 hours per day, 35 hours per week.

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) by the application deadline.

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).

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

Tuesday, April 20, 2021

### Application Deadline

Open Until Filled

### Contact Information

Human Resources  
City of Nanaimo  
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Nanaimo, BC V9R 5J6  
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