



TEMPORARY FULL-TIME EXHIBIT AND PROPERTY CLERK

(Competition 19-31)

Position Overview

The City of Nanaimo is seeking a temporary full-time Exhibit and 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 completed Grade 12 and have a minimum of 2 years' experience in a police environment or operational policing experience, including the safe handling of exhibits and property. An equivalent combination of education and experience may be considered. Possession of a valid Class 5 BC Driver's Licence is required.

Attainment and maintenance of RCMP Security Clearance and Ministry of Public Safety and Solicitor General Special Provincial Constable designation for document service and DNA collection are required.

Additional Information

This is a unionized position. \$31.42 - \$33.07 per hour (Jan 2018 Rate), based on a 35 hour work week. It is anticipated that this term will end December 31, 2019.

To apply for this opportunity, please submit a resume and cover letter to employment.opportunities@nanaimo.ca referencing the specific competition 19-31 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

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 90,000. 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, March 20, 2019

Application Deadline

Wednesday, April 10, 2019
4:30 p.m.

Contact Information

Human Resources
City of Nanaimo
2nd Floor, 455 Wallace Street
Nanaimo, BC V9R 5J6
Phone: (250) 755-4406
Fax: (250) 755-4449
www.nanaimo.ca