



PERMANENT FULL-TIME MAJOR CASE FILE SPECIALIST

(Competition 19-20)

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 File Coordinator/Lead Investigator who is accountable for disclosure as well as prosecutorial reports such as the Report to Crown Counsel (RTCC)/Court Brief. The incumbent carries out business processes enabling the implementation of electronic disclosure of police documents consistent with the Memorandum of Understanding between Police and Crown Counsel; performs a variety of administrative assistant functions and responds to enquiries while adhering to established timelines.

Qualifications

Applicants must have completed Grade 12, plus basic police officer training and completion of an Advanced Disclosure course. A minimum of 3 years' investigative experience using Major Case Management principals and liaising with relevant parties, i.e.: 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. \$34.87 per hour - after Probation (Jan 2019 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 to employment.opportunities@nanaimo.ca referencing the specific competition 19-20 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

Monday, April 15, 2019

Application Deadline

Monday, May 13, 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
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