



CASUALS – POLICE SERVICES

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

Qualifications

Attainment and maintenance of RCMP Reliability/Security clearance is mandatory for these positions and may take up to one year to complete. Applicants must have successfully completed Grade 12 plus the qualifications indicated below. An equivalent combination of education and experience may be considered.

Switchboard Operator, Watch Clerk & Police Records Clerk – a minimum 1-year related experience, including experience with switchboard or data entry, typing speed of 50 wpm and data entry speed of 100 strokes per minute.

Court Liaison Clerk – basic police training, valid Class 5 BC Driver's Licence and a minimum of 4 years' operational policing experience or experience within a criminal legal system, court or police environment.

Steno – a minimum 6-month Office Administration training program from a recognized educational institute, 2 years' related clerical or customer service experience, typing speed of 60 words per minute.

Prisoner Guard – a minimum of 3 months' related experience, and WorkSafe BC Basic First Aid certification.

Custodian – successful completion of a Building Service Worker Course – Level 1, WorkSafe BC Basic First Aid certification and three months' related experience.

Additional Information

These are unionized positions, starting at \$33.03 per hour. These positions support a 24/7 operation and involve shift work, including evenings and weekends. There are no guaranteed hours associated with these positions. Shortlisted applicants may also be required to undergo a verification of their education credentials.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to employment.opportunities@nanaimo.ca referencing Casual – Police Services and outline how you meet the minimum qualifications. For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer that values diversity and invites applications from all qualified individuals who are legally entitled to work in Canada. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If shortlisted for the role and need an accommodation within the hiring process, we would be pleased to discuss how best to accommodate your needs.

Discover What's Possible

The City of Nanaimo is a growing, livable urban centre that still maintains its historic charm. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Metro Vancouver, and a 90 minute drive from Victoria. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as social and wellness activities. Depending on the position, we also offer flexible work opportunities, alternative work schedules and remote work programs.

Posting Date

Wednesday, August 6, 2025

Contact Information

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