



# PERMANENT FULL-TIME MAJOR CASE FILE SPECIALIST

(Competition 25-19)

## Position Overview

The City of Nanaimo is seeking a permanent full-time Major Case File Specialist. Under the direction of the Manager, Police Support Services and under the general supervision of the NCO RCMP, 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 detachment management on complex issues. Will assist and participate in all aspects of providing risk management.

## Qualifications

Applicants must have completion of both Grade 12 and Advanced Disclosure Course accompanied with a minimum of 4 years' experience using major case management principles and liaising with relevant parties (e.g. Crown Counsel and the investigative team). 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 CUPE bargaining unit position based on a 35-hour work week, and subject to Article 1(d) - Probationary Period as set out in the Union Collective Agreement. The hourly wage is \$45.57, increasing to \$47.96 after 60 working days (Jan 2025 Rates). Shortlisted applicants may be required to undergo a criminal record check and/or 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](mailto:employment.opportunities@nanaimo.ca) referencing the specific competition 25-19. 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 one of the fastest growing, livable urban hubs on Vancouver Island. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Vancouver and a gateway to the Gulf Islands. 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

Monday, April 14, 2025

### Application Deadline

Open until filled

### Contact Information

Human Resources  
City of Nanaimo  
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