



HUMAN RESOURCES

TEMPORARY FULL-TIME POLICE RECORDS CLERK

(Competition 26-58)

Position Overview

The City of Nanaimo is seeking a temporary full-time Police Records Clerk. Reporting to the Records Supervisor, the Police Records Clerk enters, removes, and edits all relevant data into the Police Records Information Management Environment (PRIME) the Canadian Police Information Centre (CPIC) and other RCMP systems as required. The incumbent performs quality assurance reviews by “reading” and classifying operational files in the second instance. The work is detailed in nature and constitutes final quality assurance checks on operational files for all RCMP sections.

Qualifications

Applicants must have Grade 12 and a minimum of 2 years’ related experience, including experience in a law enforcement environment or data entry experience. An equivalent combination of education and experience may be considered. The successful candidate must be able to obtain and maintain Enhanced Reliability Status as a condition of employment, in accordance with the Government of Canada’s Directive on Security Screening. Applicants must provide a complete and verifiable five (5) year history, including residences, employment, education, and other activities, with no unexplained gaps. Periods of six (6) consecutive months or more spent outside Canada must be disclosed and may require additional verification. Screening may include identity verification, criminal record checks, reference checks, credit check, and other background inquiries relevant to the position.

Additional Information

This is a CUPE bargaining unit position based on a 35-hour work week. Hours of work will be between 8:00 a.m. and 11:30 p.m., Sunday through Saturday. The hourly wage is \$38.28, increasing to \$40.30 after 60 working days (Jan 2026 Rates). It is anticipated that this vacancy will be up to six months in duration.

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 referencing the specific competition 26-58 by the application deadline.

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

Tuesday, June 16, 2026

Application Deadline

Tuesday, July 7, 2026
4:30 p.m.

Contact Information

Human Resources
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