



PERMANENT PART-TIME FRONT COUNTER CLERK

(Competition 26-86)

Position Overview

The City of Nanaimo is seeking a permanent part-time Front Counter Clerk. Reporting to the Operations Support Supervisor, the incumbent assists other police agencies and the general public by processing documents and providing police information and interpretation relating to Provincial and Federal statutes, regulations, and municipal bylaws.

Qualifications

Applicants must have completion of Grade 12 and a minimum 2 years' related experience in a law enforcement or administrative office, including experience dealing with challenging public interactions. 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 21-hour work week, and subject to Article 1(d) - Probationary Period as set out in the Union Collective Agreement. The hourly wage is \$38.28, increasing to \$40.30 after 60 working days (Jan 2026 Rates). 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 (.docx or PDF file format) to employment.opportunities@nanaimo.ca referencing the specific competition 26-86 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

Wednesday, August 12, 2026

Application Deadline

Wednesday, August 26, 2026
4:30 p.m.

Contact Information

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