



HUMAN RESOURCES

PERMANENT FULL-TIME SPECIALIZED UNIT SUPPORT CLERK

(Competition 24-141)

Position Overview

The City of Nanaimo is seeking a permanent full-time Specialized Unit Support Clerk. Reporting to the Operations Support Supervisor and on a daily basis to the NCO of the unit, the Specialized Unit Support Clerk provides varied administrative and operational support for the plainclothes sections at the Nanaimo RCMP Detachment. The Specialized Unit Support Clerk works within an environment of complete confidentiality and must be capable of exercising considerable discretion when responding to inquiries by the public, outside agencies, other RCMP detachments/units, Federal and Provincial Agencies, the legal community and media within the limits prescribed by legislation, policy and established procedure.

Qualifications

Applicants must have successfully completed Grade 12 and a minimum of 3 years' related PRIME experience within a RCMP or policing environment. An equivalent combination of education and experience may be considered. Possession of a valid Class 5 BC Driver's License is required. 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. The hourly wage is \$38.06, increasing to \$40.06 upon successful completion of probation (Jan 2025 Rates). The wage level for this position is subject to confirmation under a union/management jointly negotiated job evaluation plan.

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 24-141 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, March 11, 2025

Application Deadline

Tuesday, April 1, 2025
4:30 p.m.

Contact Information

Human Resources
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