



HUMAN RESOURCES

PERMANENT FULL-TIME POLICE SUPPORT CLERK

(Competition 25-42)

Position Overview

The City of Nanaimo is seeking a permanent full-time Police Support Clerk. Under the supervision of the Manager, Police Support Services, the incumbent provides administrative, financial, and clerical support to the Finance, Fleet, and Administrative Sections, and to the Joint Occupational Health & Safety Committee of the Nanaimo RCMP Detachment.

Qualifications

Applicants must have Grade 12 and a minimum of 2 years' related experience in a policing environment, including experience with RCMP computer programs and data entry or an equivalent of education and experience. In addition, attainment, and maintenance of RCMP Reliability/Security Clearance is mandatory. Applicants must have possession of a valid Class 5 BC Driver's License.

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 \$36.83 increasing to \$38.75 after 60 working days (Jan 2025 Rates).

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 25-42 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

Thursday, March 20, 2025

Application Deadline

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

Contact Information

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

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