

INFORMATION CLERK
(Full Time - up to 2 positions)

The Municipality of North Cowichan (population 30,000) is located in the beautiful Cowichan Valley on Southern Vancouver Island, between Nanaimo and Victoria. Our communities of Chemainus, Crofton, Maple Bay, and the South End including University Village, are home to a multitude of artistic, cultural and outdoor recreational activities. The Municipality provides a stable and varied work environment, competitive pay and benefits.

The Municipality invites applications from candidates with the proven skills, qualifications and abilities for the position of Information Clerk on a full-time basis at the North Cowichan/Duncan RCMP Detachment. The successful candidate will be responsible for a variety of clerical functions including; receiving, documenting and directing enquiries and complaints from the public, assisting in processing court/exhibit documents, providing police information and interpretation relating to Federal and Provincial statutes, regulations and municipal bylaws to other police agencies, the public and others. Deployment to other duties may be required from time to time. Hours of work for this position may include night and weekend shifts.

Required Skills, Qualifications, and Abilities:

1. Completion of Grade 12 or equivalent.
2. Experience within the past five years as a sworn operational police officer with an accredited Municipal, Provincial or Federal police department.
3. Possession and maintenance of a valid Class 5 BC Driver's License; a satisfactory current driver's abstract will be required.
4. Sound working knowledge of the Criminal Code, Federal and Provincial statutes, Municipal Bylaws and the rules of collecting evidence.
5. Working knowledge of RCMP records management systems, police reporting and standard police procedures.
6. Working knowledge of the structure of the RCMP and its relationship with other Federal and Provincial departments and Municipal administrations.
7. Must be able to obtain and maintain Ministry of Public Safety and Solicitor General Special Provincial Constable designation.
8. Independence of judgment and capability of working under minimal supervision.
9. The position may be physically demanding; candidate must be able to successfully perform all duties associated with the position. A medical certificate attesting to suitability for this position may be required.

This is a unionized position (CUPE Local 358) and the collective agreement may be viewed on our website.

Candidates being considered will be required to undergo a comprehensive evaluation of skills, qualifications, and abilities. The successful candidate must pass security clearance levels as established by the RCMP.

To Apply:

Visit the Municipality of North Cowichan Career Portal at www.northcowichan.ca/jobs to apply for this position. Please note that all candidates must apply via the Career Portal; we do not accept resumes via email or hard copy.

Application Deadline:

4:30 p.m. Thursday, January 16, 2020