



# SQUAMISH

HARDWIRED *for* ADVENTURE

*The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.*

## External Job Posting

|                      |   |
|----------------------|---|
| <b>Position:</b>     | <b>Police Services Operations Clerk</b> |
| <b>Status:</b>       | Casual/On-Call                          |
| <b>Work Area:</b>    | Police Services                         |
| <b>Posting Date:</b> | August 11, 2025                         |
| <b>Closing Date:</b> | September 2, 2025                       |

## GENERAL SUMMARY

Under the supervision of the Police Services Supervisor, the Police Services Operations Clerk provides a variety of clerical and administrative support in a relief capacity within various functions of the Police Services department.

## KEY RESPONSIBILITIES

- Contributes to the success of our team and creation of our thriving community, by fostering the District of Squamish corporate values in their work: Respect, Integrity, Connection and Progress.
- Understands and supports the RCMP core values of Act with Integrity, Show Respect, Demonstrate Compassion, Take Responsibility and Serve with Excellence.
- Provides exceptional service to our community residents, and outstanding customer service to both internal and external clients.
- Responds to internal and external inquiries over the phone, at the front counter, and in the office.
- Processes complaints from general public, determines the urgency and nature of the complaint; creates RCMP file if required; routes information to appropriate emergency department or individual for action.
- Assists external contractors and RCMP volunteers with FA2 clearance process and maintains tracking system
- Processes Police Information Check applications.
- Performs and processes civilian fingerprints.
- Receives payment for services provided at the detachment and coordinates cash deposits to the District of Squamish.
- Maintains office inventory and coordinates the detachment supply of orders.
- Processes incoming and outgoing mail and courier deliveries.
- Acts as back-up and support to the Court Liaison, Exhibits Custodian and Records functions, potentially working in one or multiple areas as needed.
- Assists with the coordination of police fleet maintenance and supplies; completes related audits and reporting; drives vehicles to auto shops for servicing, ensures vehicles are clean and operational supplies are in vehicles through monthly checks.
- Assists with Operational Equipment Management and Inventory, this includes downloading, vetting and transcribing Body Worn Camera and CEW information.
- Assists with updating and maintaining operational records on various databases used by the RCMP, ensuring quality and adherence to relevant policies and procedures.
- Attends training for assigned responsibilities and duties.
- Provides operational support to other administrative areas, as required.
- Provides transcription support when operationally required.

## WORKING CONDITIONS

- Primarily office environment with frequent exposure to sensitive and confidential information.
- Some lifting (approximate maximum of 50 lbs.), sorting and arranging exhibits and property items of varying size and weight.
- Must be comfortable driving RCMP vehicles to and from service and repair shops.
- May need to don personal protective equipment (PPE) to clean vehicles adequately.

## REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of RCMP and PRIME BC Policies.
- Understanding of Federal, Provincial and Municipal legislation as it applies to RCMP operations.



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- Possesses high levels of organization, attention to detail and initiative.
- Possesses excellent analytical and problem-solving skills.
- Possesses a minimum typing speed of 50 wpm and strong computer skills including Microsoft Word, Excel and police programs such as PRIME, CPIC and JUSTIN.
- Physically able to lift and move items of moderate weight and bulk.
- Excellent interpersonal and communication skills and ability to deal with people in a professional manner.
- Possesses a clear understanding of the various roles within the RCMP and department, including how their role interacts with other functions within the RCMP.
- Ability to resource and research information.
- Ability to work independently and in a team environment.
- Ability to adapt to changing priorities and perform multiple duties simultaneously with deadlines.
- Ability to interpret, apply and follow complex legislation and policy.
- Ability to handle sensitive and confidential information with a high degree of discretion.

## REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Enhanced Level RCMP Security Clearance
- Possession of a valid Class 5 B.C. Drivers' license
- Two years' experience in an administrative role in a related environment
- Prime training Courses or a Certificate of Business Administration OR
- An equivalent combination of education, training and experience

### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

**Hours of Work:** Casual, On-Call. Shifts may range any day of the week, Monday to Sunday between the hours of 7:00am to 5:30pm.

**Salary:** \$35.16 per hour

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

[Click here to apply](#). If you encounter any issues with the form, please submit your resume and qualifications by email to [jobs@squamish.ca](mailto:jobs@squamish.ca) (**Quoting Competition #**) **To: #25-88** or submit your paper application to:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3

*As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence [jobs@squamish.ca](mailto:jobs@squamish.ca) and include Accessibility in the subject line. We thank all applicants for applying.*