



JOB POSTING – WATCH CLERK (RCMP)

The City of Parksville is located on the traditional territory of the Coast Salish Nations, home to the Snaw-Naw-As First Nation and the Qualicum First Nation.

The City of Parksville is an active community of urban professionals, families with young children, and retirees who have chosen to live in our community for a quality of life and the region's inspiring natural environment. Nestled on Vancouver Island's east coast, 13,642 residents call Parksville home. We are committed to being the city of choice for ourselves, our employees and future generations to come.

POSTING #:

25-07

STATUS:

Permanent, Full-time

WAGE RATE:

\$33.06 per hour

WORK SCHEDULE:

Four (4), ten (10) hour days, inclusive of meal breaks; followed by four (4) days off (For orientation purposes, the first ninety (90) day of employment will be Monday to Friday, 8:30am to 4:30pm)

Interested candidates are invited to submit a cover letter and resume to HR@parksville.ca by 4 pm, May 14, 2025.

Please include "Watch Clerk" in the subject line.

Job Summary

Reporting to the Office Manager of the R.C.M.P. Oceanside Detachment, the incumbent provides administrative and clerical support to all RCMP members. This position is expected to perform records management functions and demonstrate efficient and professional customer service on the phone or at the front counter. This position serves as a main point of contact and will provide routine information and refer customers to the appropriate contact for non-routine matters.

Required Qualifications

Completion of Grade 12.

Minimum of four (4) years' experience in office administration inclusive of at least one (1) year work experience at a police detachment.

Minimum of one (1) year work experience with PRIME workflow or equivalent police records information management environment.

Typing speed of 50 w.p.m.

OR an equivalent combination of training and experience may be considered.

See job description for full details. This is a CUPE Local 401 position.

Candidates must be able to legally work in Canada to be considered.

The City of Parksville thanks you for your interest and regrets that only candidates selected for an interview will be contacted.

If you would like to request an accommodation or assistance at any stage of the recruitment and selection process, please contact human resources (HR@Parksville.ca) for confidential support.