



Position Title: Court Liaison Clerk
Competition #2026-U09
Number of Positions: 1 Permanent and 1 Auxiliary
Work Schedule: Monday to Friday, 35hr Work Week

The Town of Sidney, located on the Saanich Peninsula, is a vibrant waterfront community with a population of over 12,000. The Town provides a high energy, creative, and collegial work environment that supports balanced professional and personal activities.

The Town invites those who share our values of ***Excellence in Public Service*** and ***Teamwork*** to apply for this amazing opportunity.

Reporting to the Manager of RCMP Administrative Services, this position provides records management, administrative, and operational support to the Detachment including data entry into various RCMP systems (e.g. JUSTIN, PRIME, CPIC, AXON, CJIM, and other police databases) as well as BC Prosecution Services databases (e.g. BCeID, Agency Upload Facility (AUF), and Secure File Transfer (SFT)).

This position serves as the primary link between the RCMP detachment and the judicial system, ensuring timely and accurate processing of court-related documentation, evidence disclosure, and legal compliance. The position requires Special Provincial Constable (SPC) status to perform duties involving peace officer powers under provincial legislation, including swearing of informations and handling judicial orders.

The duties are of a complex and confidential nature within a policing environment, requiring a high degree of subject matter expertise, accuracy, organization, and professionalism, in addition to effective interpersonal and communication skills. The incumbent must possess the ability to work effectively and efficiently with minimal supervision, and perform multiple tasks within a demanding and often time-sensitive professional environment. This position requires sound knowledge of both Federal and Provincial criminal justice systems, as well as RCMP policy and procedures.

To be considered for this position, applicants should have the following qualifications:

- Grade 12, supplemented by post-secondary courses in criminal, justice, law enforcement, or legal administration.
- Qualify for and maintain Special Provincial Constable status under the British Columbia Police Act.
- Minimum of 5 years of related experience in a criminal, justice, law enforcement, or legal environment.
- Experience with the BC Prosecution Services databases including AUF and SFTS.
- Experience in court liaison duties, disclosure management, or PRIME or PROS Records Management system.
- Obtain and maintain an RCMP Enhanced Reliability Security Clearance.
- Knowledge of and experience with AUF and SFTS would be considered an asset.

Legal ability to work in Canada is a requirement of this position.

This is a regular, full-time CUPE Local 374 position with a 2026 wage of \$39.17/hour and an excellent benefits package. A detailed job description is available on the Town's website at [Sidney.ca](https://www.sidney.ca).

Please submit any accommodation requests when you apply or at any point during the competition process. All requests are received in confidence by Human Resources.

Please submit your cover letter and resume to the attention of Human Resources, quoting **Competition #2026-U09 Court Liaison Clerk and the status** (i.e. auxiliary, permanent, or both) you are applying for, to careers@sidney.ca.

This posting will remain open until filled.

We thank all applicants for their interest, however, only those selected to participate in the competition process will be contacted.