



Position Title: Major Crime Disclosure Clerk

Competition #2026-U15

Number of Positions: 1

Work Schedule: Monday to Friday, 35-hr Work Week, with the potential to participate in the Modified Work (flex) Program

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, the Major Crime Disclosure Clerk provides operational, research, and administrative support to officers of the Sidney/North Saanich Detachment, with a focus on the disclosure of major crime investigations in the general investigation section (GIS). This role ensures the vetting, preparation and final disclosure of complex investigative materials are conducted in compliance with legislated disclosure regulations, the Provincial Crown disclosure Memorandum of Understanding (MOU) and Provincial Major Case Management (MCM) requirements. During the course of this work, incumbents will be exposed to graphic and disturbing information and visual materials.

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.
- Minimum of four years recent disclosure experience, including at least one year in a police or legal environment.
- Experience with ledger-based disclosure systems.
- Obtain and maintain an RCMP Enhanced Reliability Security Clearance.
- PRIME and CPIC training is preferred.

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 \$42.59/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-U15 Major Crime Disclosure Clerk**, to careers@sidney.ca.

The closing date for receipt of applications is 4:00 pm on Thursday, September 17, 2026.

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