



Position Title: Police Clerk II – CPIC/Disclosure

Competition: #2025-U05

Number of Positions: 2 (1 Permanent and 1 Auxiliary) – Please ensure you specify the status you are applying to in your cover letter

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

The compensation rate for this position is currently under review.

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 (Canadian Police Information Centre (CPIC), PRIME, police databases etc.). This position holds the primary responsibility for the Disclosure/Non-Disclosure and CPIC functions for the Detachment. The duties are of a complex and confidential nature within a policing environment, requiring a high degree of accuracy, organization, and professionalism, in addition to effective interpersonal and communication skills and knowledge of related RCMP policy and procedures. The incumbent must possess the ability to work effectively and efficiently with minimal supervision meeting time-sensitive deadlines in a high-volume work environment. Obtaining and maintaining a current RCMP Enhanced Reliability Clearance is an *essential* condition of this position.

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

- Grade 12, supplemented by Office or Business Administration post-secondary courses
- Five years of related experience in a police or related environment
- Obtain and maintain a RCMP Enhanced Reliability Clearance

Legally able to work in Canada is a requirement of this position.

The following additional qualifications would also be beneficial:

- Experience with the inquiry and data entry functions of the police systems; CPIC, JUSTIN, PRIME, IBOOK and CJIM
- Equivalent combination of training and experience

This is a regular, full-time CUPE Local 374 position with a 2024 wage of \$36.52 (Step 2) 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.

Please submit your cover letter and resume to the attention of Human Resources, quoting **Competition #2025-U05 Police Clerk II – CPIC/Disclosure**, to careers@sidney.ca.

The closing date for receipt of applications is 4:00 pm on Sunday, June 15, 2025.

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