

Detachment Clerk II (Part Time)

Public Safety and Social Development Department



Overview

The successful candidate will be responsible to assist management in achieving an efficient operation at the Chilliwack Community Police Office by providing reliable performance in all clerical duties, observing the sensitivity of the position and complying to all acceptable security practices and municipal policies.

Job Duties:

- Perform a variety of clerical, typing and receptionist duties requiring moderate complexity and responsibility.
- Assist the police by taking complaints from the general public and processing the complaint by creating an operational file; assigning the applicable Statistic code to the occurrence; reviewing the electronic file for accuracy and completeness; complying with requests from the police to enter related operational file data onto various related police computer programs.
- Answer and process incoming calls to the appropriate department
- Provide a variety of information and general assistance to the public over the telephone and at the receptionist area.
- Complete all reports as assigned and process Criminal Record checks from the general public as directed.
- Work with outside agencies in the release of operational file information complying with the Privacy Act and Freedom of Information Act as well as police Memos of Understanding in effect.
- Ensure all incoming correspondence is matched up with the operational file; and that operational files are pulled and forwarded on request.
- Ensure data entry error reports on kept up-to-date as required.
- Maintain a monthly bulk file as well as statistical report on all traffic tickets received.
- Review motor vehicle transfer reports.
- Provide direction and training in relation to administrative functions to police members and administrative staff on request.

Requirements:

- Must have a minimum of grade 12 education in a commercial program supplemented by formal training in clerical and receptionist courses and experience working in a police environment - OR the equivalent combination of training and experience;
- Must have sound knowledge of the methods, practices and procedures used in police computer programs; rules, regulations and policies governing the work performed;
- Must hold a valid BC Driver's Licence;
- Must be courteous, tactful and diplomatic in dealing with the public and be neat and presentable in appearance;
- Good working knowledge of basic accounting functions; modern business office practices and procedures;
- business English, switchboard duties and be able to perform arithmetic calculations and computations;
- Ability to type Net 50 W.P.M
- Able to perform assignments with minimal supervision;
- Able to keep all information in confidence in compliance with the Privacy Act and Freedom of Information Act;
- Able to obtain and maintain a Security Clearance status through the RCMP;
- Position scheduling in supplementing the work force is a combination of day shifts, evening shifts, weekends and stat holidays.

How to Apply:

Compensation: \$35.31/hour

Competition Number: 2025-71

Closing Date: September 2, 2025 at 4:30 pm

Visit: <https://jobs.chilliwack.com/> to apply for this or other positions.