



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20240711_CLO
POSITION TITLE:	RCMP COURT LIAISON OFFICER AND EXHIBITS CLERK
DEPARTMENT:	RCMP – WEST SHORE DETACHMENT
POSITION TYPE:	REGULAR FULL-TIME UNION POSITION
POSTING TYPE:	INTERNAL/EXTERNAL
SALARY:	Pay Grade 13B - \$43.21/hr (2024 rate)
HOURS OF WORK:	35 hours per week, Monday - Friday
BENEFITS:	A comprehensive benefits package per the Terms of the Collective Agreement

* Please note that the anticipated start date for this position is late October 2024 *

The City of Colwood, on the traditional territory of the Songhees and Kosapsum Nations, is a spectacular seaside community set apart by its outstanding natural setting and exceptional quality of life for people of all ages and abilities. Preserving connections to nature and protecting our natural environment while supporting the prosperity of residents and businesses are priorities for the City. Just 25 minutes from downtown Victoria on the West Shore and home to roughly 22,000 residents, the City of Colwood is a great place to work, live, and play.

The City of Colwood has an opportunity for a **Full-Time Regular RCMP COURT LIAISON OFFICER AND EXHIBITS CLERK** at the West Shore RCMP Detachment. This is a UNION position with CUPE, Local 374 and is anticipated to begin in late October 2024. Preference will be given to candidates who have direct previous experience, meet the full requirements, and who already possess RCMP clearance.

NATURE AND SCOPE OF WORK

This is a full-time union position which falls under the direction of the RCMP West Shore Detachment – Municipal Office Manager for all Administrative and Human Resource requirements in coordination with City of Colwood Administration. For all operational requirements, this position reports directly to the Operations NCO. The Court Liaison Officer and Exhibits Clerk processes all Court and Exhibits related matters and acts as the liaison between members of the Detachment, Crown Counsel and Court personnel.

POSITION REQUIREMENTS:

- Grade 12 Diploma
- A minimum of 5 years experience in a Police Administrative environment; experience in court matters and exhibit handling considered an asset.
- Training and/or experience in the use of recognized police computer software including RMS, JUSTIN, CPIC, CJIM, IntelliBook and PAIN
- Attain and maintain an RCMP security clearance





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- Qualify under the British Columbia Police Act to receive appointment to Special Provincial Constable status.
- Firearms Safety Training Course and/or hold a valid Canadian Possession and Acquisition Firearms License.
- Valid Class 5 BC Driver's License

See Job description for a comprehensive list of requirements.

**** Preference will be given to candidates who already possess RCMP clearance.**

A complete job description is available at www.colwood.ca/careers

Using the subject line **POSTING ID# COC20240711_CLO**, please submit your resume and cover letter indicating how you meet all of the minimum requirements, in confidence, to the **RCMP Municipal Office Manager**, at careers@colwood.ca.

Applications will be accepted until 4:30pm on Monday, July 29 2024.

The City of Colwood values diversity and is committed to employment equity.

