

Excellence in response and investigation for a safe West Vancouver

West Vancouver Police

Police Information Coordinator – Permanent Full-Time

The West Vancouver Police Department is looking to hire a permanent full-time **Police Information Coordinator** to provide confidential clerical support within the Records Section.

Police Information Coordinators are responsible for providing clerical front-line support to the Department and various outside Agencies by updating police file information to share within Canadian Law Enforcement.

Basic requirements are Grade 12 supplemented with clerical/administrative experience. Previous employment in Law Enforcement, with experience in Police Records Information Management Environment (PRIME), JUSTIN and Canadian Police Information Centre (CPIC) databases would be considered an asset.

Applicants must possess excellent communication skills, both written and verbal, to be effective in requesting and delivering information; be adaptable in responding to changing conditions and priorities; must be a team player with a positive attitude who collaborates with others; have the ability to deal courteously, tactfully and diplomatically with the general public as well as internal and external customers. Attention to detail to critically evaluate data and information with accuracy and perception is essential in the performance of the assigned duties.

Successful applicants will be required to obtain and maintain a security clearance, including a polygraph examination. You must be a Canadian Citizen or have Permanent Resident status.

Position Status:	WVMEA, Permanent Full-Time
Hours of Work:	Monday – Thursday (9:00am – 5:00pm) and Sunday (7:00am – 3:00pm) *This is an in-office position. Days off are Fridays and Saturdays.
Rate of Pay:	\$35.49 per hour
Closing Date:	Noon, January 23, 2025
To Apply:	Submit resume and cover letter as PDF's to careers@wvpd.ca

For more information on the application process please visit the West Vancouver Police Department website at <https://westvanpolice.ca/civilian-roles/>

We want to thank all applicants, however, only those chosen for an interview will be contacted.