



JOB POSTING – EXTERNAL

File No: 2026-6

Position:	Records Clerk	Date of Posting:	2026-05-19
Department:	RCMP	Closing Date:	2026-05-29
Reports to:	Records Supervisor	File No.:	2026-6
Job Type:	Casual	Type:	CUPE 105
Salary:	\$39.21		

The City of Prince Rupert respectfully acknowledges that we live and work on the traditional and unceded territories of the Ts'msyen and Sm'algayax-speaking peoples. We offer gratitude to the people who have lived on these lands since time immemorial.

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact Antonio Vera, Senior Human Resources Manager at (250)627-2898 or via email at HR@princerupert.ca.

The City of Prince Rupert provides services to over 12,000 residents and hundreds of businesses and industries. Nestled against the stunning backdrop of the Pacific Northwest, Prince Rupert, BC, offers a unique blend of natural beauty, rich cultural heritage, and a welcoming community spirit. As you embark on your professional journey in this coastal gem, you will find a workplace environment that mirrors the city's picturesque landscapes – dynamic, invigorating, and full of potential.

Let your skills and talent grow alongside us as we reshape our city's future!

The City of Prince Rupert is looking for a dynamic and dedicated individual to join our team as a Records Clerk at the RCMP detachment. Your contribution to the administrative and operational support team will ensure exceptional service to our community and outstanding service to both internal and external partners. Your collaboration and critical thinking will play a vital part in the overall functioning of the detachment and your ability to work independently while prioritizing tasks in a multi-faceted environment will be essential to the efficiency and effectiveness of operations.

Employment will be contingent upon obtaining and maintaining a RCMP Enhanced Reliability Security Clearance.



DUTIES & RESPONSIBILITIES:

- Generates and maintains files in PRIME by ensuring compliance with PRIME policy and utilizing appropriate UCR scoring.
- Maintains the integrity of the Master Name Index.
- Monitors the Call Audit, Remote CAD and PENDING queues on a rotating basis to ensure files are being routed appropriately.
- Maintains CPIC entries in PRIME through adding, modifying, or removing entries and processing purge and validation reports.
- Liaises with the Watch Commander regarding priority in-custodies for possible submission of RCC packages utilizing SFTS and JUSTIN.
- Completes other court related duties as assigned.
- Transcribes audio statements into written format.
- Processes disclosure requests from external partners, outside agencies and the public.
- Provides efficient and professional service to the public and external partners.
- Participates in training sessions as determined by the office manager.
- Assists/back-up other municipal support positions within the Prince Rupert detachment as assigned by the Records Supervisor or the Office Manager.
- Perform other related duties as required.

EDUCATION & QUALIFICATIONS:

To be considered for the position you must meet the following education and qualification requirements as outlined below:

REQUIRED EDUCATION & EXPERIENCE:

- Completion of Grade 12 or GED (General Education Development).
- Minimum 2 years of experience working with all functions in PRIME.
- Be a Canadian Citizen or have Permanent Residence status in Canada.
- Obtain and maintain an RCMP Enhanced Reliability Security Clearance.

REQUIRED KNOWLEDGE, SKILLS & ABILITY:

- A sound working knowledge of RCMP data and operating systems including PRIME, JUSTIN and CPIC.
- Familiar with Criminal Code of Canada, provincial and municipal acts, and legislation.



- Knowledge of RCMP practices and procedures.
- Excellent knowledge and experience with Microsoft Office Suite, with a minimum typing speed of 50 wpm.
- Excellent command of verbal and written English.
- Strong interpersonal, communication and critical thinking skills.
- Possess elevated levels of organization, attention to detail and initiative.
- Ability to work independently and in a team environment with minimum supervision.
- Ability to prioritize and meet expectations and deadlines for multiple projects simultaneously.
- Ability to consistently deliver work at a high standard of quality, precision and according to standards, procedures, rules, regulations, and expectations.
- Ability to interpret, apply and follow complex legislation and policy, including oral and written instructions.
- Ability to manage exposure to graphic and disturbing information and visual materials.
- Ability and willingness to contribute to supporting a respectful, safe, and supportive work environment that embraces diversity, dignity, and fairness.

WORKING CONDITIONS

OFFICE ENVIRONMENT

- Work is performed exclusively indoors in a climate-controlled office setting within a police detachment.
- The environment is structured and subject to strict protocols including controlled access.
- Involves prolonged periods of sitting and extensive computer use for data entry, retrieval, and management.
- Regular use of standard office equipment such as computers, printers, photocopiers, scanners, and telephones.
- May involve working with both digital and physical records, requiring organization and careful handling of files.

INFORMATION SENSITIVITY & CONFIDENTIALITY

- Constant exposure to extremely sensitive and confidential information.
- A high degree of discretion, integrity, and adherence to privacy legislation and departmental policies is mandatory.
- Exposure to graphic, disturbing or emotionally challenging information.



TRAVEL

- Occasional travel may be required for training, seminars, or meetings.

PHYSICAL DEMANDS

- The role is primarily sedentary, involving significant keyboarding/computer work.
- Requires good manual dexterity for operating office equipment.
- May involve occasional light physical effort, such as lifting and carrying file boxes, office supplies, incoming/outgoing packages (up to 10-20 lbs).
- Sustained visual attention is needed for reading documents, data entry, and reviewing information on computer screens.

MENTAL & PSYCHOLOGICAL DEMANDS

- Requires an elevated level of accuracy, precision, and meticulous attention to detail in processing and maintaining records.
- Ability to concentrate for extended periods and manage multiple tasks or requests simultaneously, often with tight deadlines.
- Must be able to work effectively under pressure and maintain composure.
- Requires strong organizational and time-management skills.
- Ability to work both independently with minimal supervision and collaboratively as part of a team.

SECURITY

- A condition of employment is the issuance and maintenance of an RCMP Enhanced Reliability Security Clearance.
- Strict adherence to all security protocols and procedures is always essential.

APPLICATION SUBMISSION REQUIREMENTS

Submit required documents (in PDF format) via email to:

Leann Wheeler, Office Manager – RCMP Detachment

Email: leann.wheeler@rcmp-grc.gc.ca

Subject: File 2026-6 – Casual Records Clerk

OR

Enclose your application documents in an envelope and drop off or mail to:

ATT: Leann Wheeler, Office Manager – RCMP Detachment

145 Market Place, Prince Rupert, B.C. V8J 1B7

We thank all applicants for their interest in this position, however only those applicants selected for an interview will be contacted.