

Create the city of tomorrow, today.



RCMP SUPPORT SERVICES - CAREERS

The City of Surrey is a place of innovative transformation and accelerated growth—where the future is limitless and possibilities are endless. If you are excited about helping build the city of tomorrow—and you share our values of integrity, service, teamwork, innovation and community—join us, today.

Working in partnership with the largest municipal RCMP detachment in Canada, we provide services to the half a million residents of the city from our main office on 57th Avenue and from our five district offices. We work closely with the community on crime prevention initiatives, as well as provide support and advice to those who have been affected by crime.

Records Clerk 2 (Auxiliary)

The Surrey RCMP Detachment has an opening for a Records Clerk 2 position. The Records Clerk 2 is responsible for a wide variety of clerical and data entry duties within the RCMP Records Division. The position reviews, enters, modifies and removes information from files using the RCMP Electronic Data Systems. Other responsibilities will include filing, scanning, creating correspondence and providing information to other staff in regards to information contained in the RCMP Electronic Data Systems.

This position requires working rotating shifts, including weekends, evenings, graveyards & statutory holidays. As well as pre-scheduled hours, you may also be required to be on-call 24/7. Successful applicants will have completed Grade 12, supplemented by one year's experience and training in a computerized office environment and an accurate typing speed of 45WPM. Applicants must be highly efficient and detail orientated. This position requires the completion of the RCMP Reliability Security Clearance.

We offer a dynamic work environment and excellent opportunities to advance.

To apply online, go to our website.
www.surreycareers.ca

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