



AUXILIARY/CASUAL MONITOR POSITIONS

COMPETITION: #22-108

SECTION: Investigative Support Services Section
STATUS: Auxiliary / Casual (non-union / non-exempt)
HOURS OF WORK: Variable- as needed
SALARY: \$24.63 to \$26.86 per hour
COMPETITION END DATE: Thursday, August 18, 2022

The Vancouver Police Department is recruiting highly motivated and reliable candidates for ongoing auxiliary/casual Monitor positions.

ESSENTIAL DUTIES

- Transcribing and translating information
- Reviewing and amending communications as required
- Assembling documentation for court as required
- Other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Basic knowledge of Word and Excel
- Possesses and exercises good judgment
- Excellent command of the English language
- Strong verbal and written communication skills
- Proven ability to be organized, multi-task and prioritize
- Ability to work in a team
- Ability to thrive in a stressful environment

Preferred:

- Fluency in languages other than English
- STIBC membership and/or court certification as an Interpreter and/or translator

EXPERIENCE

Preferred:

- Prior experience in the criminal justice field

EDUCATION

Required:

- Grade 12

Preferred:

- Post-secondary certificate/diploma/degree



AVAILABILITY

This position requires employees to have a great deal of flexibility. Assignments may be offered on short notice, and there may be periods of time when no assignments are available. The flexibility to work overtime and report for a variety of shifts, including nightshift, weekends, and statutory holidays, is preferred.

OTHER REQUIREMENTS

- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years or as required

SELECTION PROCESS

Candidates will be required to pass the following testing requirements in order to move forward to the interview stage:

- Typing test – 50 WPM Net
- Spelling test – 70% Minimum
- Grammar test – 70% Minimum
- Transcription test

Applicants should submit a resume via email to externaljobinquiries@vpd.ca by 4:30 p.m. of the closing date. **Please indicate “Competition #22-108” in the subject line of the email.**

We thank all applicants for their interest; however only those short-listed will be contacted.