



MONITOR

COMPETITION: #24109-08012024

The Vancouver Police Department is recruiting highly motivated and reliable candidates for ongoing auxiliary/casual Monitor positions within the Investigative Support Services Section.

STATUS: Auxiliary/Casual (Non Union/Non Exempt)
HOURS OF WORK: Variable – as needed
SALARY: \$30.29 to \$33.04 per hour plus 16% in lieu of benefits
WORKSITE: 3585 Graveley Street, Vancouver
COMPETITION END DATE: Thursday, August 15, 2024

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

- 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 also 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
- There is no opportunity for remote work - employees are required to work on-site/in office

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

Applicants should submit a resume via email to vpd.civilian.jobs@vpd.ca by 4:30 p.m. on the closing date. **Please indicate the competition number in the subject line of the email.**

We thank all applicants, however, only those short-listed will be contacted.