



DATA ENTRY CLERK (CASUAL)

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

COMPETITION: #25153-20250911-2

STATUS: Auxiliary/Casual (Non Union/Non Exempt)
DURATION: Variable – As needed
SALARY: \$29.20 an hour plus 16% in lieu of benefits
WORKSITE: 3585 Graveley Street, Vancouver
COMPETITION END DATE: Thursday, September 18, 2025

ESSENTIAL DUTIES

- Data entry and information queries
- Sorts and files a variety of confidential records
- Assists with the maintenance of all files within the unit
- Assists with the audit, archiving, and purging of digital records
- Other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS & ABILITIES

Required:

- Ability to operate common office equipment
- Ability to pay attention to detail and ability to input data accurately
- Good organizational skills and ability to multi-task
- Ability to communicate effectively, both verbally and written, with VPD personnel as well as external partners
- Intermediate knowledge of Outlook, Word, and Excel
- Ability to thrive in a stressful environment

EXPERIENCE

Preferred:

- Prior experience in the criminal justice field
- Prior data entry experience

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 nightshifts, weekends, and statutory holidays is preferred.

OTHER REQUIREMENTS

- Must be a Canadian citizen or Permanent Resident
- Applicants will be required to pass a Polygraph
- There is no opportunity for remote work -- employees are required to work on-site/in office
- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years.

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
- Data Entry – 6,000 keystrokes per hour

Interested applicants should submit a resume and cover letter to vpd.civilian.jobs@vpd.ca by 4:30 p.m. on the closing date. **The competition number must be indicated in the subject line of the email.**

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