



CASUAL / AUXILIARY / TEMPORARY POOL

The Vancouver Police Department is seeking on-call and temporary clerical workers to join our casual pool.

Casual pool team members fill on-call and temporary clerical positions made vacant due to illness, vacation, or special workload needs. These on-call and temporary assignments vary in length and may include administrative duties, data entry tasks, and customer service. The majority of these positions are unionized.

Many of our casual pool employees find full-time employment with the VPD, while others enjoy the flexibility and variety of temporary work and remain long-term as casuals.

AVAILABILITY

We require our casual pool team members 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 report for a variety of shifts, including nightshift, weekends, and statutory holidays, is preferred.

REQUIREMENTS

- Grade 12 completion supplemented by commercial training in an office environment
- Minimum keyboarding skills of 45 wpm and 6000 key strokes for data entry
- Proficiency in Microsoft Word and Excel (test score of 70% or higher)
- Excellent interpersonal and communication skills to deal tactfully and effectively with the public and staff
- Customer/public service experience
- Cash-handling experience
- Ability to maintain effective working relationships in a team environment
- Canadian citizenship or permanent resident status
- The flexibility to report for a variety of shifts
- An enhanced reliability clearance is required and must be maintained throughout employment

Rate of pay will vary by assignment and ranges from \$27.04 to \$32.92 per hour. Casual employees will also receive a percentage in lieu of all benefits.

Interested applicants should submit a résumé via email to externaljobinquiries@vpd.ca and indicate **Casual Pool** in the subject line.

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