



SECTION ASSISTANT

COMPETITION: #2634-50179364

SECTION: District 5, Operations Command
DURATION: Approximately one year (*assignment may be extended or reduced for operational reasons or due to circumstances not foreseen at the time of posting*)
STATUS: Temporary full-time
HOURS OF WORK: Four-day compressed workweek
Monday to Thursday, 7 a.m. to 4 p.m.
SALARY: Pay Grade 16 - \$30.41 to \$35.72 per hour
COMPETITION END DATE: Friday, March 13, 2026

Responsible for providing administrative support to the section inspectors, staff sergeants, sergeants, and operational members.

ESSENTIAL DUTIES

- Perform complex clerical and secretarial duties for a superior and/or their subordinates
- Perform routine administrative and office details within defined limits
- Arrange and coordinate appointments, meetings, and events with internal staff and external agencies
- Book meeting rooms and maintain meeting schedules
- Prepare routine and technical correspondence including letters, notices, agendas, minutes, reports, and other administrative material
- Assemble, collate, and type material from notes, dictation, rough draft, and electronic sources
- Process highly confidential material with discretion
- Prepare and maintain Departmental personnel files, duty sheets, and section records
- Scrutinize minutes, reports, correspondence, and other documents for referral or action
- Open, sort, and distribute incoming mail; process outgoing correspondence
- Develop, maintain, and control filing systems and records
- Compile statistical information and prepare various reports
- Maintain office supplies, the report-writing room, and related resources
- Download and process EON training information
- Provide factual information and assistance to Department staff, business and government contacts, and members of the public
- Answer telephone inquiries and respond to public inquiries in a professional manner
- Assign and check work performed by clerical subordinates, as required
- Develop, and upon approval, implement new or revised office methods and procedures
- Perform other related work of comparable responsibility as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of secretarial and office administration practices and procedures applicable to the Department served
- Considerable knowledge of the Department's organizational structure and divisional functions
- Sound knowledge of business English, spelling, punctuation, arithmetic, and modern office practices
- Ability to perform secretarial tasks and relieve a superior of routine administrative detail with minimal supervision
- Ability to exercise tact, discretion, and confidentiality in sensitive matters
- Ability to establish and maintain effective working relationships with staff, officials, external contacts, and the public
- Ability to prepare routine correspondence and reports, and perform non-complex arithmetic computations
- Ability to operate a variety of office equipment and systems
- Ability to assign and check the work of clerical subordinates



- Skill in typing and processing clerical work of a complex and technical nature
- Superior clerical aptitude

EXPERIENCE

Required:

- Considerable related office experience demonstrating a high level of clerical proficiency

Preferred:

- Experience in a police, public safety, government or large public-sector environment
- Experience supporting multiple supervisors in a fast-paced operational setting
- Experience handling confidential and sensitive information
- Experience compiling statistical data and preparing operational reports
- Experience developing or improving office procedures

EDUCATION

Required:

- Completion of Grade 12

Preferred:

- Post-secondary coursework in business administration, office administration, or related commercial/secretarial subjects

OTHER REQUIREMENTS

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

SELECTION PROCESS

Short-listed candidates will be required to take a written test and need to achieve a minimum of 70% to move forward to the interview stage.

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

This position falls under the jurisdiction of Teamsters Local 31.

Applicants should submit a resume via email 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.**