



MONITOR

COMPETITION: #2681-20260525

SECTION: Investigative Support Services Section
STATUS: Auxiliary / Casual (non-union / non-exempt)
LOCATION: 3585 Graveley Street, Vancouver
HOURS OF WORK: Variable - as needed
SALARY: \$30.29 to \$33.04 plus 16% in lieu of benefits
COMPETITION END DATE: June 8, 2026

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
- Video review
- 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

- An enhanced reliability clearance is required and must be maintained throughout Employment. Applicants will be required to pass a polygraph.
- 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 for their interest, however, only those short-listed will be contacted.