



AUXILIARY/CASUAL MONITOR POSITIONS

COMPETITION: #26123-20260903

SECTION: 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
COMPETITION END DATE: Thursday, September 17, 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

Preferred:

- 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 be periods of time when no assignments are available. The majority of shifts are scheduled between 6:00 a.m. to 4:00 p.m., Monday to Friday. Employees must have the flexibility to work a variety of shifts, including nights shifts, weekends, and statutory holidays. The flexibility to work overtime is also preferred.

The minimum availability requires to apply is 16 hours per week. However, this is a casual position with no guaranteed minimum number of hours. Scheduled hours may range from 8 to 40 hours per week, depending on operational requirements, employee availability, and staffing needs.

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
- Transcription test

Applicants should submit a resume via email to vpd.civilian.jobs@vpd.ca by 4:30 p.m. of the closing date. **Please indicate “Competition #22-108” in the subject line of the email.**

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