



Detachment Services Assistant - RCMP

Summerland is an idyllic small town located in the heart of the Okanagan Valley with a population of approximately 12,500 residents. Our easy access to beautiful beaches, scenic biking and hiking trails, mountains and vineyards, and our warm community spirit help make Summerland a desirable place to work and enjoy life!

Summerland is currently seeking Detachment Services Assistant to join our RCMP team. Under the direction of the Royal Canadian Mounted Police (RCMP) detachment Non-Commissioned Officer (NCO), the Detachment Services Assistant delivers a high level of customer service as the focal point of interaction for general information inquiries from the public, by email, telephone or in person.

The successful candidate requires completion of secondary school education, supplemental completion of recognized office training program and a minimum of one-year experience in an RCMP or emergency services work environment. The ability to obtain and maintain RCMP security clearance is mandatory. A strong administrative skillset in transcription typing and experience with police related systems such as PRIME, CPIC, JUSTIN, PIRS, LEA, COGNOS, TEAM, etc. is required to carry out the duties of this position. Please see a full job description including all duties and required skills, knowledge and qualifications for this opening at www.summerland.ca/jobs.

This is a regular full-time CUPE union position and offers an hourly rate of \$35.54 per hour as well as a competitive benefits package and pension. The District of Summerland is currently able to offer the successful candidate the option of working 35 or 40 hours per week with a flexible work schedule option including fort night or compressed work week.

Interested applicants are asked to email a resume and cover letter in pdf format to hr@summerland.ca quoting Competition No. 25-24, by Monday, July 14, 2025.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.