



DISTRICT OF COLDSTREAM

RCMP Information Complaints Officer

Full Time – Union Position

Job Posting #25-07

Position Summary

The District of Coldstream is seeking a qualified individual to join the team in the RCMP Information Complaints Officer position.

Reporting to the General Manager, Municipal Support Services – RCMP or designate, this position is responsible for reception and complaint taking. Duties include issuing legal processes; assisting and providing police information; and interpreting provincial acts, regulations, federal statutes, and municipal bylaws to other police agencies, the public, and others.

Required Abilities and Skills

- Obtain and maintain an RCMP Enhanced Reliability Status security clearance.
- Grade 12 Diploma
- Two years' experience in:
 - A Canadian police force as a peace officer and/or
 - A law enforcement capacity, or
 - A police or public service environment performing receptionist/complaint-taking duties, or
 - Demonstrated equivalent experience.
- Knowledge of community-based policing and priority response.
- Considerable knowledge of police reporting and statistic-keeping procedure.
- Ability to obtain Commissioner of Affidavits certification for serving subpoenas and swearing documents.

Desirable Knowledge, Abilities and Skills (including but not limited to):

- PRIME-BC (Police Records Information Management Environment) experience.
- Multilinguistic ability an asset.

Additional Information

This is a union position, and relevant provisions of the CUPE Collective Agreement pertain. The normal workday consists of a scheduled period of seven (7) hours of work between the hours of 7:00 am and 8:00 pm. Shift work may be involved in this position. The hourly wage is in accordance with the CUPE Collective Agreement of \$36.49 per hour.

"Rural Living At Its Best"

Phone 250-545-5304

Fax 250-545-4733

Website: www.coldstream.ca

About the Community

Coldstream is a vibrant, family-friendly community in the beautiful North Okanagan. It is nestled in the Coldstream Valley, an area known for its agricultural activities, breathtaking views and endless outdoor and recreation amenities. The location allows for a quality lifestyle that is second to none - with quick and easy access to all necessary amenities. With a stable population of over 11,700, it's the second largest municipality within the North Okanagan Regional District.

Posting Date

May 21, 2025

Application Deadline

May 28, 2025 at 4:00 pm

Application Information

To view the full **job description** and to track the status of this posting visit <https://www.coldstream.ca/employment-opportunities>

Apply, in confidence, by providing a cover letter and resume referencing the above noted job posting number to hr@coldstream.ca (in PDF format)

Or drop off or mail a cover letter and resume to:

Humans Resources Department
District of Coldstream
9901 Kalamalka Road
Coldstream, BC V1B 1L6