



Central Saanich Police Service

1903 Mount Newton Cross Road, Saanichton, B.C. V8M 2A9
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The **CENTRAL SAANICH POLICE SERVICE** is seeking a **CLIENT SERVICES SPECIALIST (CASUAL)**

Competition Number 2026-01

The Central Saanich Police Service serves the community of Central Saanich, which is situated on the traditional territories of the W̱ SÁNEĆ peoples: W̱ JOŁEŁP (Tsartlip), BOŶÉĆEN (Pauquachin), SŶÁUTW̱ (Tsawout), W̱ SIŶEM (Tseycum) and MÁLEXEŁ (Malahat) Nations. Our scenic, rural community of 18,000 people, enjoys the reputation of being among the best locations in Canada to work, live and play.

Under the general direction of the Civilian Supervisor, the role of the Client Services Specialist is responsible for data entry, processing of applications, maintenance of police files and the Project 529 bike registry program, and responding to general enquiries via phone, email and in-person. Other operational support duties including statement transcription may be required. As our ideal candidate you are flexible, adaptable, have excellent interpersonal skills and possess the ability to multi-task effectively. Experience in police databases will be considered an asset.

This opportunity is a casual position with an irregular schedule based on operational needs. The rate of pay for this Central Saanich Police Association position is \$33.75 + 11% in lieu of vacation and benefits (2025 rates). Interested candidates are invited to submit their resume and covering letter, quoting the competition number to emmalee.gray@cspolice.ca. This competition will stay open until filled.

The Central Saanich Police Service is an inclusive employer and invites applications from all qualified individuals. We thank applicants for their interest, and advises that only those candidates under active consideration will be contacted.