



*"Where the Rainforest Meets the Sea"*

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## **Detachment Support Assistant (3 positions)**

### **Full Time Permanent**

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A small town with a big heart – filled with smiling faces.

Sooke is a welcoming and vibrant community that embraces its natural beauty, including stunning parks, trails, waterways, and oceanfront. We proudly honour the traditional lands of the T'Sou-ke and Sc'ianew (Cheanuh) First Nations, located within the Coast Salish Territory.

Characterized by warm, dry summers and mild winters, Sooke is a year-round haven for outdoor enthusiasts who enjoy hiking, biking, kayaking, sailing, and more.

*Our team welcomes those who share our values of accountability, compassion, leading by example, respect, and service excellence to apply for this exciting opportunity.*

The District of Sooke is seeking dedicated Detachment Support Assistants to join our team on a full-time permanent basis. Reporting to the Director of Corporate Services, the Detachment Support Assistants provide administrative and operational support to the Sooke RCMP Detachment under a municipal employment structure.

These roles play an essential part in the day-to-day operations, including but not limited to:

- Maintaining accurate records for records, exhibits, court and disclosure
- Transcribe officer reports, draft correspondence and respond to disclosure requests
- Process reports to Crown Counsel and court documents and update PRIME
- Provide counter service to the public and legal stakeholders
- Coordinate the submission of evidence to RCMP units, labs and agencies

Key qualifications for this role include:

- Successful completion of Grade 12 or the equivalent adult education diploma, or employer-approved equivalent (e.g., post-secondary education or significant administrative experience).
- Recent and significant experience providing administrative support in a government or legal office, or policing environment.
- Experience working with databases such as PRIME, CPIC, JUSTIN, iBook, CJIM, SAP, etc.
- Recent experience with data quality control, document processing, and records management.
- Experience in customer service, ideally in a law enforcement, legal, or government setting.
- Attain and maintain RCMP Enhanced Reliability Security Clearance.
- Must possess a Class 5 driver's license.
- Occasionally required to work outside standard hours or travel for work duties.

This position is a CUPE Local 374 position. The 2026 wage rate is \$41.39 per hour, plus a comprehensive benefits package.

To view the full job description and to **apply online**, please visit the career page of our website at [www.sooke.ca/employment](http://www.sooke.ca/employment).

**Closing date for receipt of applications is 11:59 p.m. on Sunday, January 11, 2026**

*We want to thank all applicants, however only those chosen for an interview will be contacted.*