COMPETITION #2021-U05

POLICE CLERK I – CPIC
(Canadian Police Information Centre)

Temporary, Full-Time Union Position
(Term: 5 months, with opportunity for position to become permanent)

Salary: $30.24 - $32.87/hr

1. FUNCTION

Reporting to the Office Manager, this position provides records management, administrative and operational support to the Detachment including data entry into various RCMP systems (CPIC, PRIME, internal databases etc.). The duties are of a complex and confidential nature requiring a high degree of accuracy, organization, interpersonal and communication skills. The incumbent must possess the ability to work effectively and efficiently with minimal supervision, meeting time-sensitive deadlines in a high volume environment. This position requires a high level of flexibility and professionalism, and a strong knowledge of related RCMP policies and procedures.

2. TYPICAL DUTIES

a) Monitor CPIC Messaging
   • Send outgoing narrative CPIC messages on behalf of RCMP officers;
   • Analyze, interpret, process and distribute incoming messages to appropriate recipients;
   • Assess incoming messages and create police files for dispatch as required.

b) CPIC Entry Transactions
   • Enter, modify and remove CPIC entries;
   • Validate and perform daily audit of all detachment CPIC entries, ensuring quality, accuracy and validity of documents;
   • Review and action a Monthly Purge and Validation Report, as provided by the CPIC Field Operations Office;
   • Analyze, interpret and enter all court documents into CPIC, including Warrants, Accused Entries, Probation Orders, Prohibitions, etc.;
   • Query CPIC system and provide information to frontline RCMP officers on request;
   • Review and action other confidential Operations CPIC requests as required;
   • Consistently ensure accuracy and privacy for all CPIC transactions.

c) PRIME Queues
   • Manage the PRIME CPIC workflow;
   • Manage all PRIME files requiring CPIC entries via workflow, routing files to appropriate handlers, and for correction and conclusion on approval;
   • Perform duties in support of the PRIME Records Support and PRIME Reviewer, including reviewing, scoring and transmittal of files, monitoring queues.

d) Provide direct support to the Court Liaison Officer (CLO) as required due to work backlogs and/or absence.

e) Perform transcription duties as required in support of the detachment Transcriptionist.

f) Perform other related duties as required or assigned by supervisor.
3. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

a) Working knowledge of various computerized Information/Data Systems including but not limited to; PRIME, CPIC, JUSTIN, GroupWise/Outlook.

b) Ability to gather, interpret and retain information and to analyze and scan information for detail and accuracy.

c) Ability to work with minimal supervision, and as a member of a team, prioritize tasks and exercise independent judgment appropriate to the position.

d) Ability to effectively communicate and exercise discretion and tact when dealing with internal/external contacts.

e) Working knowledge of various computer word processing systems and software including but not limited to; Microsoft Office (Word, Excel & PowerPoint), Adobe Acrobat.

f) Proficient in keyboarding/word processing.

g) The ability to obtain and maintain the RCMP’s Enhanced Reliability Security Clearance is mandatory.

4. TRAINING AND EXPERIENCE

a) Completion of Grade 12 supplemented by a diploma in Office Administration with three years’ experience in a police or related legal environment.

b) Experience with the inquiry and data entry functions of the CPIC, JUSTIN, PRIME, IBOOK and CJIM police systems.

c) Possession of a valid BC Driver’s License.

SUBMIT TO: Administration Department

CLOSING DATE: 4:00pm, Friday, February 5, 2021