



JOB DESCRIPTION

Position: Court Liaison Clerk

Union: CUPE Local 374

Approval Date: December 3, 2025

1. FUNCTION

Reporting to the Manager of RCMP Administrative Services, this position provides records management, administrative, and operational support to the Detachment including data entry into various RCMP systems (e.g. JUSTIN, PRIME, CPIC, AXON, CJIM, and other police databases) as well as BC Prosecution Services databases (e.g. BCeID, Agency Upload Facility (AUF), and Secure File Transfer (SFT)).

This position serves as the primary link between the RCMP detachment and the judicial system, ensuring timely and accurate processing of court-related documentation, evidence disclosure, and legal compliance. The position requires Special Provincial Constable (SPC) status to perform duties involving peace officer powers under provincial legislation, including swearing of informations and handling judicial orders.

The duties are of a complex and confidential nature within a policing environment, requiring a high degree of subject matter expertise, accuracy, organization, and professionalism, in addition to effective interpersonal and communication skills. The incumbent must possess the ability to work effectively and efficiently with minimal supervision, and perform multiple tasks within a demanding and often time-sensitive professional environment. This position requires sound knowledge of both Federal and Provincial criminal justice systems, as well as RCMP policy and procedures. Obtaining and maintaining an RCMP Enhanced Reliability Clearance is an *essential* condition of this position.

2. TYPICAL DUTIES

Court Liaison:

- a) Receive, review, and process submissions of Reports to Crown Counsel (RCC), via the AUF and or SFT systems, verifying accuracy, quality assurance, naming conventions, completeness and conformance for the release of information as per RCMP policies and the BC Prosecution Office MOU.
- b) Liaise with Crown Counsel regarding charge approval, alternative measures, and police file disclosure requirements.
- c) Ensure professional communication with police witnesses when tasked with notifying and/or de-notifying persons for court appearances.
- d) Receive and review court dispositions and notify internal and external stakeholders concerning release documents of accused persons, (e.g. CPIC Operator, PRIME Records Unit, Probation Office, Victims Services).
- e) Perform ongoing monitoring of detachment first appearance dates to ensure RTCC submissions meet court deadlines.

- f) Conduct quality assurance for all disclosure packages to ensure MOU compliance, including documentation, audio statements, and digital evidence.
- g) Assist officers and colleagues in interpreting complex court documents and navigating related database usage.
- h) Represent the detachment with external agencies in the Criminal Justice System (e.g. Sheriff Services, Court Registries, Crown Counsels, Federal Prosecutors, Judges and Justice of the Peace Officers, etc.) to facilitate court processes, ensure disclosure compliance, and support judicial proceedings.
- i) Attend a variety of RCMP and partner agency subject matter expert user meetings as required, such as CPLC, court subcommittee, and Criminal Users Group.

Special Provincial Constable Status:

- a) Prepare and swear Informations with formal charges before the Justice of the Peace.
- b) Execute and serve subpoenas and judicial orders.
- c) Under Section 490 of the Criminal Code, submit Detention Order forms, to a Provincial Judge, for seized property reporting and monitoring the three month deadline extension requirements based on court proceedings.

PRIME RMS & Other Databases:

- a) Receive, manage, and maintain court dispositions, via the PRIME RMS (Records Management System), and conduct periodic audits.
- b) Update various databases (e.g. PRIME, National Criminal Name Index, and Detachment Known Offender Registry) with court documentation including charge approval, court proceedings, current entity information, and court dispositions.
- c) Oversee the care and control of fingerprint submissions and destruction, through IntelliBook and CJIM, as per the court proceedings.
- d) Maintain RCMP Officers' availability for court via the JUSTIN schedule for leave and other court commitments.

Backup CPIC – as and when required:

- a) Complete CPIC data entry, modify or remove transactions, in compliance with National CPIC policy and procedures.
- b) Analyze, interpret, and enter all court documents as received, and enter into CPIC, including but not limited to Warrants, Accused Entries, Probation Orders, Prohibitions, etc.
- c) Review and action other confidential CPIC operations requests, as required.
- d) Ensure accuracy and privacy for all CPIC transactions by organizing information and applying relevant policies and procedures.
- e) Perform other related duties as assigned.

3. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Technical Proficiency:

- a) Working knowledge of various computerized Information/Data Systems, including but not limited to: PRIME, CPIC, JUSTIN, and Intellibook.
- b) Proficiency in keyboarding/word processing, with a working knowledge of various computer word processing systems and software, including but not limited to Microsoft Office 365 and Adobe Acrobat.

Legal and Procedural Knowledge:

- a) In-depth knowledge of the Criminal Code, RCMP/Police Agency court related policies and Federal and Provincial court procedures.
- b) Ability to gather, interpret and retain information and apply legal requirements to police files.
- c) Maintain up-to-date knowledge of both the criminal justice system's evolving practices and the RCMP's internal administrative procedures, policies, and legal frameworks.

Analytical and Organizational Skills:

- a) Ability to analyze and scan information for attention to detail, errors, inconsistencies and accuracy.
- b) Ability to work with minimal supervision, and as a member of a team, prioritize tasks, and exercise independent judgment and decision making within authorized guidelines.

Communication and Interpersonal Skills:

- a) Ability to effectively communicate and exercise discretion and tact when dealing with internal and external contacts in stressful and urgent situations involving confidential information.

4. TRAINING AND EXPERIENCE

- a) Completion of Grade 12, supplemented by post-secondary courses in, criminal, justice, law enforcement, or legal administration.
- b) Qualify for and maintain Special Provincial Constable status under the British Columbia Police Act.
- c) Minimum of 5 years of related experience in a criminal, justice, law enforcement, or legal environment.
- d) Experience with the BC Prosecution Services databases including AUF and SFTS.
- e) Experience in court liaison duties, disclosure management, or PRIME or PROS Records Management system.
- f) Obtain and maintain an RCMP Enhanced Reliability Security Clearance.