



JOB DESCRIPTION

Position: Major Crime Disclosure Clerk

Union: CUPE Local 374

Approval Date: August 26, 2026

1. FUNCTION

Reporting to the Manager of RCMP Administrative Services, the Major Crime Disclosure Clerk provides operational, research, and administrative support to officers of the Sidney/North Saanich Detachment, with a focus on the disclosure of major crime investigations in the general investigation section (GIS). This role ensures the vetting, preparation and final disclosure of complex investigative materials are conducted in compliance with legislated disclosure regulations, the Provincial Crown disclosure Memorandum of Understanding (MOU) and Provincial Major Case Management (MCM) requirements. During the course of this work, incumbents will be exposed to graphic and disturbing information and visual materials. Obtaining and maintaining an RCMP Enhanced Reliability Clearance is an *essential* condition of this position.

2. TYPICAL DUTIES

Disclosure Support:

- a) Provide ongoing administrative, electronic and hard copy file maintenance, disclosure and major case management support to RCMP officers working on complex investigational files.
- b) At the onset of serious investigations, create an electronic file disclosure package (by extracting relevant data from operational investigative files in various RCMP applications), that is organized, indexed and searchable in accordance with applicable disclosure legislation and provincial MCM requirements.
- c) Prepare and organize disclosure packages using a ledger-based system, ensuring compliance with RCMP.
- d) Complete vetting of investigative materials in a variety of formats (e.g. documents, audio and video) for private, privileged, or unrelated content prior to disclosure.
- e) Create and maintain investigative photo and video logs, file ledger(s), and other records in support of detachment functions.
- f) Liaise with investigative team, Crown Counsel, and other agencies to coordinate disclosure and respond to requests.
- g) Provide guidance and cross-training to staff on electronic file management and disclosure procedures.
- h) Develop and maintain business rules and workflow procedures for electronic file management and disclosure.
- i) Process highly sensitive and/or graphic content.

Administrative Support:

- a) Scan, track, and administer incoming file materials; prepares briefing minutes; rename and organize documents in accordance with established business rules and standards and coordinate the preparation and shipment of investigative materials.
- b) Create and conclude operational files; track releases and associated tasks; book meeting rooms; monitor task due dates; and draft correspondence, reports and applications on behalf of the investigative team.
- c) Participate in briefings and monitor client interviews to document relevant and pertinent investigative information.
- d) Transcribe and proofread audio statements and interviews, producing accurate summaries for investigative and disclosure purposes.
- e) Maintain electronic files using RCMP systems such as PRIME, CPIC, and JUSTIN.
- f) Convert and format documents and audio and video files for disclosure and internal use.
- g) Ensure investigative data integrity, security, and compliance with applicable legislation and major case management principles.
- h) Subject to call out and overtime as required to support investigations.
- i) Perform other related duties as required.

3. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- a) Knowledge of RCMP systems and applications including PRIME, CPIC, JUSTIN, and MCM tools.
- b) Understanding of disclosure legislation, RCMP business rules, and Memorandums of Understanding with Crown Counsel.
- c) Proficiency in transcription software and Microsoft Office Suite (Word, Excel, Adobe Acrobat).
- d) Strong written and verbal communication skills.
- e) Ability to maintain confidentiality and handle sensitive or graphic content.
- f) Excellent organizational and time management skills.
- g) Ability to work independently, and collaboratively in a team environment.
- h) Attention to detail and ability to prioritize tasks under pressure.

4. TRAINING AND EXPERIENCE

- a) Grade 12 supplemented by post-secondary courses in criminal justice, law enforcement, or legal administration.
- b) Minimum of four years recent disclosure experience, including at least one year in a police or legal environment.
- c) Experience with ledger-based disclosure systems.
- d) Obtain and maintain an RCMP Enhanced Reliability Security Clearance.