



JOB DESCRIPTION

Position: Police Clerk II – CPIC/Disclosure

Union: CUPE Locak 374

Approval Date:

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 (Canadian Police Information Centre (CPIC), PRIME, and other police databases). This position holds the primary responsibility for the Disclosure/Non-Disclosure and CPIC functions for the Detachment. The duties are of a complex and confidential nature within a policing environment, requiring a high degree of accuracy, organization, and professionalism, in addition to effective interpersonal and communication skills and knowledge of related RCMP policy and procedures. The incumbent must possess the ability to work effectively and efficiently with minimal supervision, meeting time-sensitive deadlines in a high-volume work environment. Obtaining and maintaining an RCMP Enhanced Reliability Clearance is an *essential* condition of this position.

2. TYPICAL DUTIES

Monitor CPIC Messaging:

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

CPIC Entry Transactions:

- a) Complete CPIC data entry, modify or removal transactions in compliance with National CPIC policy and procedures.
- b) Validate and perform daily audit of detachment CPIC entries ensuring quality, accuracy and validity of documents.
- c) Review and action Monthly Purge and Validation Reports as provided by the CPIC Field Operations Office.
- d) 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.
- e) Query CPIC system and provide information to frontline RCMP officers on request.
- f) Review and action other confidential operations CPIC requests as required.

- g) Consistently ensure accuracy and privacy for all CPIC transactions by organizing information and applying relevant policies and procedures.

PRIME Queues:

- a) Manage the PRIME queue workflows including CPIC and non-disclosure.
- b) Manage all PRIME files requiring CPIC entries via workflow, routing of files to appropriate handles, routing files for correction and conclusion on approval.
- c) Perform duties in support of the PRIME Records, PRIME Reviewer, and Court Liaison Officer (CLO) positions, including but not limited to reviewing, scoring and transmittal of files, and monitoring queues.

Disclosure/Non-Disclosure:

- a) Manage, monitor and perform all disclosure and non-disclosure related duties on behalf of the detachment in accordance with policy and governing legislation.
- b) Provide training, guidance and support to members and administrative staff as necessary to ensure compliance with policy and legislation.
- c) Complete Access to Information and Privacy (ATIP) requests in compliance with legislation, policy and procedures.
- d) Meet time-sensitive deadlines.

Transcription:

- a) Perform transcription of audio and video recordings in support of evidence disclosure requirements.

Backup CLO:

- a) Process approved reports to crown counsel and related attachment materials in accordance with disclosure to crown counsel procedures.

Perform other duties as assigned.

3. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 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 (Word, Excel & PowerPoint, Outlook, Adobe Acrobat).
- c) Ability to gather, interpret and retain information and to analyze and scan information for detail, errors, inconsistencies and accuracy.
- d) Ability to work with minimal supervision, and as a member of a team, prioritize tasks and exercise independent judgment and decision making that are appropriate to the position.

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

4. TRAINING AND EXPERIENCE

- a) Completion of Grade 12, supplemented by Office or Business Administration post-secondary courses.
- b) Five years of related experience in a police or related environment.
- c) Obtain and maintain a RCMP Enhanced Reliability Clearance.