



Sidney

EMPLOYMENT OPPORTUNITY

Job Title: Police Clerk I (Reception)
Competition Number: 2024-U11
Number of Positions: One
Status: Permanent – Full Time
Union Position: CUPE LOCAL 374
Days/Hours of Work: Monday-Friday, 35 Hour Work Week
Pay: \$30.61-\$33.23 hourly – Pay Grade 5

Job Description

1. FUNCTION

Reporting to the Office Manager, the incumbent will provide a wide range of administrative and clerical duties. Often complex and always confidential nature, primary responsibilities include; front counter reception, phone call management, and transcription services.

2. TYPICAL DUTIES

- a) Assist the public by telephone and/or in-person by responding to inquiries and receiving, documenting and creating operational police files.
- b) Complete and process appropriate forms such as incident reports, motor vehicle documents, Police Certificates, foreign pension forms, etc., utilizing a variety of records management and digital systems.
- c) Coordinate, review and complete all Criminal Record Check (PIC) applications utilizing the BC PRIME, CPIC, and CCRTS (fingerprints) systems.
- d) Receive and initiate found property reports as necessary ensuring Exhibit control compliance in support of detachment processes.
- e) Maintain radio communication using standard operating radio procedures, as necessary.
- f) Monitor and maintain assigned Records Management System queues in support of the detachment Records department, as necessary.
- g) Process incoming and out-going deliveries and mail, drafting correspondence when required; including but not limited to ICBC, private insurance company, and law firm requests for file information.
- h) Coordinate all monthly high-volume false alarm occurrence files.
- i) Receive payments for criminal record check applications, fingerprints and release of information to other agencies.
- j) Perform transcription requests from digital recordings as requested.
- k) Other related work as required or assigned by supervisor.

3. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- a) Excellent communication skills (written, oral and listening) with the ability to demonstrate compassion while ensuring accuracy in obtaining required data for police purposes.
- b) Ability to receive and provide information and assistance to the public and staff in an effective and professional manner.
- c) General knowledge of modern office procedures and their application in the use of computer-based systems, multi-line telephone systems, and standard office equipment (photocopier, fax, postal meter/scales, etc.).
- d) Proficient computer skills in various RCMP/office electronic databases: PRIME, CPIC, and MS Office applications.
- e) Accuracy in typing/word processing and with a minimum speed of 50 net wpm.
- f) Basic knowledge of police radio standards and codes.
- g) The ability to remain focused for an extended period of time.
- h) Must obtain and/or maintain an Enhanced Reliability Security (ERC) clearance.

4. TRAINING AND EXPERIENCE

- a) Completion of Grade 12.
- b) Completion of the following Pacific Regional Training Centre courses:
 - PRIME – Records Management System
 - PRIME – Master Name Index
- OR
- c) Equivalent training and experience working with BC PRIME Records Management (RMS) systems.
- d) Minimum 2 years' related experience in a police environment utilizing computerized systems and databases.

SUBMIT TO: Human Resources Department at careers@sidney.ca

QUOTE: Competition 2024-U11 Police Clerk I (Reception)

POSTING DATE: Friday, August 2, 2024

CLOSING DATE: APPLICATIONS MUST BE received by 4:00 PM on Thursday, August 15, 2024