



JOB DESCRIPTION

TITLE: COURT LIAISON CLERK

DEPARTMENT: Police Services

LEVEL: 9

Position Last Evaluated: Dec 2014

Job Desc. Last Updated: Jun 2025

JOB SUMMARY

Under the direction of the Manager, Police Support Services and under the general supervision of the NCO RCMP, the incumbent acts as liaison between the RCMP and all court-related agencies. The Court Liaison Clerk is responsible for the electronic submission and quality assurance of court documents and the ongoing maintenance of all court files from the Nanaimo Detachment.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Reviews, researches and ensures accuracy of court documents for processing and appropriate procedures through the court system for all Nanaimo Detachment court files.
2. Ensures strict schedule for electronic document submissions and provides logistical support for court proceedings.
3. Processes and maintains quality assurance of all files, forms, reports, correspondence, and records relating to Nanaimo Detachment court files.
4. Delivers all pertinent information, evidence, and documentation to Provincial Crown, Federal Crown, Provincial court registry, probation and Sheriff's Office, and transports and distributes all documentation from these agencies to the Nanaimo Detachment.
5. Acts as liaison for the RCMP by communicating by phone or in person with investigating members, Crown Counsel, Sheriff, Corrections, Probation, Parole, Provincial Court registry staff and court computer staff.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

6. Handles accounts for fines and bail money collected at the Nanaimo Detachment and delivers it to the Provincial Court registry cashier.
7. Appears before Provincial Court Justice of the Peace on a daily basis to swear all Information for Nanaimo RCMP and on an urgent basis for Probation Services.
8. Confirms daily the status of all prisoners held in the Nanaimo Detachment guard room and ensures reports are completed and forwarded to Crown Counsel to satisfy “in custody” appearances.
9. Liaises with court registries throughout Western Canada regarding dispositions on Nanaimo Detachment waived charges.
10. Responds to all daily requests to Nanaimo Detachment from Pardons Branch, Compilation Section, and Ottawa, regarding dispositions and criminal records.
11. Court Liaison is responsible for compressing and encrypting Reports to Crown Counsel, (on weekends and statutory holidays only) prior to those files being sent electronically.
12. Notifies and de-notifies RCMP and civilian staff regarding court appearances, maintains computer database for RCMP members availability for court, and liaises with OIC (Operations) regarding court cases requiring the return of transferred members.
13. Answers telephone and personnel enquiries daily regarding court file standings, court appearances, dispositions, prisoner escorts, etc.
15. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Sound working knowledge and understanding of relevant legislation, bylaws, rules, regulations, policies, and procedures at the local, Provincial, and Federal levels.

Sound working knowledge and understanding of RCMP and court procedures, records, documentation, and instructions.

Sound working knowledge of RCMP computer systems (PRIME, CPIC, Intellibook), CJIM, and the JUSTIN court computer system.

Ability to work independently and use sound judgment and discretion.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Sound organizational skills and ability to handle large volumes of paper work.

Ability to communicate with tact and discretion when dealing with or settling requests, complaints, or clarifying information to customers.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Completion of Grade 12 or equivalent.

A minimum of 4 years' operational policing experience or experience within a criminal legal system, court, or police environment.

Or an equivalent combination of education and experience.

Possession of a valid Class 5 BC Driver's Licence.

Attainment and maintenance of Ministry of Public Safety and Solicitor General Special Provincial Constable designation for document service is required.

Attainment and maintenance of RCMP Reliability/Security Clearance is mandatory.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes to maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.