



## **JOB DESCRIPTION**

**TITLE:** POLICE RECORDS CLERK

**DEPARTMENT:** Police Support Services

**LEVEL:** 7

**Position Last Evaluated: Dec 2014**

**Job Desc. Last Updated: Jun 2020**

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### **JOB SUMMARY**

Under the general supervision of the Manager, Police Support Services, and under the direct supervision of the Records Supervisor, the incumbent enters, removes, and edits all relevant data into the Police Records Information Management Environment (PRIME) the Canadian Police Information Centre (CPIC) and other RCMP systems as required. The incumbent performs quality assurance reviews by “reading” and classifying operational files in the second instance. The work is detailed in nature and constitutes final quality assurance checks on operational files for all RCMP sections.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Provides final quality assurance on all data entered in RCMP computer systems such as PRIME, by reviewing, checking, and correcting relevant information from reports and providing final quality assurance for all RCMP sections. Answers telephone inquiries from the general public and government agencies concerning information on various RCMP systems.
2. Makes applicable CPIC entries, maintenance, and removals, edits and corrects entries, and processes all Warrants, Probation Orders, bail conditions, and other court-related documents requiring CPIC entries, and opens new files on warrants from other Detachments and Federal agencies. Regularly reviews and validates CPIC entries per RCMP and CPIC policy.
3. Maintains complex operational file system including conducting electronic & paper purging, maintaining highly confidential material using appropriate RCMP systems.

**TYPICAL DUTIES AND RESPONSIBILITIES cont.**

4. Responds to requests and court “demands” for disclosure of police information. Liaises with the Access to Information and Privacy Branch, Ministry of Children & Families, ICBC Special Investigations Section, and other RCMP & legislation court sanctioned organizations.
5. Processes subpoenas and summonses for the Detachment and other detachments.
6. Receives and responds to telephone calls and provides assistance relative to Court procedures to Crown Counsel, Provincial Courts, Federal Crown Counsel, Sheriff’s Department, Probation Office, and other detachments and police departments.
7. Provides quality assurance of operational files for specialized RCMP sections to ensure proper classification and completeness of files, and quality of written material, by reviewing the entire file and looking for correct indexing, scoring, and CPIC entries & renewal.
8. Performs other duties as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Sound working knowledge of RCMP computer systems with practical experience in PRIME and CPIC systems and current office procedures, practices, and equipment.

Sound working knowledge of business English, spelling, punctuation, and composition.

Some knowledge of the Criminal Code of Canada, BC Provincial Statutes, and the judiciary system.

Ability to work various shifts in order to meet the requirements of the job.

Ability to communicate with courtesy and tact in providing, explaining and exchanging information or providing basic information.

Ability to multi-task under demanding conditions.

Proficient computer skills in word processing programs (such as Word) and in spreadsheet programs (such as Excel).

Minimum typing speed of 50 wpm and minimum data entry speed of 100 spm.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Grade 12 and a minimum 2 years' related experience, including experience in a law enforcement office environment or data entry experience.

Or an equivalent combination of education and experience.

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 in 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.