



JOB DESCRIPTION

TITLE: MAJOR CASE FILE SPECIALIST

DEPARTMENT: Police Services

LEVEL: 9 (Subject to JE)

Position Last Evaluated: N/A

Job Desc. Last Updated: Feb 2019

JOB SUMMARY

Reporting to the Manager, Police Support Services, the incumbent provides specialized, dedicated support to the RCMP File Coordinator/Lead Investigator who is accountable for disclosure as well as prosecutorial reports such as the Report to Crown Counsel (RTCC)/Court Brief. The incumbent carries out business processes enabling the implementation of electronic disclosure of police documents consistent with the Memorandum of Understanding between Police and Crown Counsel; performs a variety of administrative assistant functions and responds to enquiries while adhering to established timelines.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Assist investigators with the preparation of investigation documentation and/or the electronic disclosure of materials to Crown Counsel by identifying various types of documents in order to classify records according to Business Rules; convert various types of reports and data into electronic formats; incorporate data, such as photographs, audio and video clips, into the database; redact information; burn CD/DVDs.
2. Consults with internal and external clients and partners to determine information requirements in areas such as investigations (investigative assignments, exhibit control, document management, profile composition); and disclosure of material.
3. Extracts relevant information from operational investigative file(s) to create disclosure reports which are organized, indexed and searchable. Based on legal requirements and through the application of standardized vetting codes, determines and categorizes information that will either be exempt from disclosure or be the subject of delayed disclosure.
4. Consults with internal and external stakeholders to create a plan and obtain acceptance in areas such as time lines and formats. Continually monitors and modifies the plan for overall effectiveness and to ensure it remains responsive to any changing stakeholder requirements / investigative change.
5. Develops and delivers training to end users of prosecutorial reports and disclosure in order to facilitate full and unfettered access to the material.

TYPICAL DUTIES AND RESPONSIBILITIES (Cont)

6. Ensures data security, integrity and compliance with established policies, procedures and legislated regulations governing data access and use.
7. Assists the file coordinator and investigative team with electronic file and administrative needs throughout the cycle of investigations and court proceedings.
8. Prepares legal form documents, correspondence, reports, information summaries, briefing minutes and carries out other administrative duties as required.
9. May provide guidance to others performing vetting of criminal investigative files for disclosure purposes.
10. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the technical aspects for Major Case Management and other approved information management systems specific to the storage, functionality of the systems as they relate to the composition, preparation and extraction of information for RTCC/Court Brief and disclosure

Considerable knowledge of policy, procedures and practices related to security of information, storage of classified and/or sensitive information and related privacy legislation.

Thorough knowledge of the Memorandum of Understanding (MOU) concerning the disclosure of information between Police and Crown Counsel and an understanding of the business rules related to this document and processes involved.

Thorough knowledge of the Criminal Code of Canada, Privacy Act, Canada Evidence Act, along with the rules of privilege, rules of evidence, RCMP policy and case law as applicable to the requirements for disclosure of investigative material, handling of exhibits and evidence in criminal prosecutions.

Thorough knowledge and proven ability to design and deliver effective professional presentations.

Thorough knowledge of RCMP data systems, including but not limited to PRIME, CPIC, CABS, IIS Database.

Exceptional verbal, written and interpersonal skills and ability to establish and maintain effective working relationships with a wide variety of internal and external contacts.

Ability to work in a fast paced team environment.

Ability to process highly confidential and sensitive material with discretion.

Ability to identify, initiate and/or carry out research, studies, prepares reports, records and correspondence.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (Cont)

Ability to perform with minimal supervision, exercise independent action and judgement in accordance with rules, regulations, policies and procedures.

Strong organizational, analytical, problem solving, record keeping and time management skills.

Proficient computer skills in word processing programs (such as Word), spreadsheet programs (such as Excel), presentation programs (such as Powerpoint) and Adobe programs. Minimum typing speed of 30 wpm.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Grade 12, plus basic police officer training.

Completion of Advanced Disclosure course.

A minimum of 3 years' investigative experience using Major Case Management principals and liaising with relevant parties, i.e.: Crown Counsel and the investigative team.

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 and Safety (OHS) 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.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.