



## Reader/ Court Services Liaison Regular Full Time

The City of White Rock is a unique, ocean-side community of 20,000 citizens known for its sunny weather, expansive beach, historic pier, delightful restaurants, and sense of community. The City is located half an hour south of Vancouver on the shore of Semiahmoo Bay.

The RCMP Division seeks a Reader/Court Liaison Officer to join their team. This position reports to the Manager of RCMP Support Services and encompasses 5 main areas of responsibility: reading/reviewing, court liaison, disclosure, records management and PRIME coordination. Examples of duties include: reviewing PRIME occurrence files for quality and compliance; processing Reports to Crown Counsel in accordance with legal requirements and established procedures; swearing Informations before a Justice of the Peace; processing criminal fingerprint transactions and court dispositions; processing requests for information in accordance with the *Privacy Act* and RCMP policy; overseeing the management of operational records; and facilitating access and training on a variety of specialized applications. This position liaises with a variety of internal and external clients and attends regularly-scheduled meetings with special committees. This position also provides direction, training and guidance to RCMP Members and Support Staff on policies, procedures and systems. The successful candidate for this position must be able to work both independently and collaboratively; maintain accurate, detailed records; maintain effective working relationships and communicate tactfully and effectively both orally and in writing.

Necessary skills and qualifications include:

- Completion of Grade 12, supplemented by operational and/or legal courses related to the work, plus considerable related experience in a policing environment;
- Considerable knowledge of the *Criminal Code of Canada*, the *Privacy Act*, the *Youth Criminal Justice Act*, and other Federal and Provincial statutes and Municipal Bylaws related to the work performed;
- Considerable knowledge of the Canadian criminal justice system and court procedures, PRIME, PIRS, JUSTIN, UCR/OSR, LiveScan and CJIM, with a knowledge of CPIC maintenance functions an asset;
- Considerable knowledge of disclosure and the ability to respond to requests for information from various government agencies, private agencies and the general public under the *Privacy Act* and other disclosure-related legislation and policy;
- Ability to review and score operational files and perform quality-assurance measures in compliance with policy;
- Ability to query and review data from various operational sources and report the data in a meaningful way;
- Ability to prepare professional correspondence, reports, presentations and training materials;
- RCMP Reliability Security Clearance, a Class 5 Driver's License, and the ability to obtain Special Constable (BC) status is required.

The annual salary range of this unionized position is \$54,365 – \$63,989 with comprehensive benefits offered. This position works 4 x 10 hour days, 7:30 am – 6:30 pm, followed by 4 days off. If your experience and education have prepared you for success and you are committed to working in a manner that supports a respectful, healthy, and safe environment, we invite you to apply. Please submit a cover letter and resume for consideration.

**Application Deadline:** 4:30p.m., Wednesday August 30, 2017  
**Submit your application:** Apply online at [www.whiterockcity.ca/careers](http://www.whiterockcity.ca/careers)  
**Competition Number:** 2017-46

*Thank you for your interest. Only selected applicants will be contacted.*