



# New Westminister Police Department

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## Position Vacancy: Criminal Record Dispositions Clerk/CPIC Operator

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DEPARTMENT:	<b>Records Section, NWPD</b>	STATUS:	<b>Auxiliary</b>
NO. OF POSITIONS:	<b>One</b>	UNION:	<b>CUPE Local 387</b>
HOURS OF WORK:	<b>Two 8 hour days per week</b>	SALARY:	<b>\$26.36 to \$30.99 per hour plus 12% in lieu of benefits</b>

The New Westminister Police Department is seeking a qualified and experienced individual to primarily perform work related to criminal record dispositions. This position will also perform CPIC record transactions and entries, ensure the completeness, currency and validity of CPIC records as well as perform related police clerical duties.

### REQUIREMENTS:

- Sound working knowledge of work related to criminal record dispositions. CPIC operator experience is preferred.
- Sound knowledge of the methods, practices and procedures used in operating Criminal Justice Information Management (CJIM), IBook, CPIC, PRIME-RMS, JUSTIN, ICBC Motor Vehicle Database, and CABS.
- Grade 12 supplemented by courses in office procedures, word processing, PRIME and CPIC courses plus clerical/typing experience, preferably in a Police Department; or an equivalent combination of training and experience.
- Sound knowledge of related rules, regulations and policies related to the work.
- Sound knowledge of clerical and record-keeping methods and procedures and of business English, spelling, punctuation and arithmetic.
- Demonstrated ability to perform work with a high degree of attention to detail and accuracy.
- Ability to develop and maintain effective working relationships in a professional team environment.
- Ability to provide routine information and assistance to team members and outside agencies, as well as monitor and uphold a high quality of service.
- Exceptional time management skills as well as the ability to make effective decisions.
- Ability to memorize applicable system codes and procedures.
- Ability to effectively use PC industry standard applications/software and to operate common office equipment.
- Typing proficiency of 45 wpm minimum.
- Ability to pass and maintain a Police Background check and clearance.
- Successful applicants will need to be available for a training period of four (4) weeks of full-time training.
- Once training has been completed, the successful applicant must be able to work a minimum 2 days (8 hour days) per week following a non-standard work schedule of Monday to Friday, with shifts between the hours of 0800 – 1900.

Apply by sending your resume quoting **competition #17-P13, by October 17, 2017** to the New Westminister Police Department via email at [hr@nwpolice.org](mailto:hr@nwpolice.org).

*We thank all applicants in advance; however, only those selected for an interview will be contacted.*

*The New Westminister Police Department is committed to employment equity.*

*We welcome diversity and encourage applications from all qualified individuals.*

Keeping New Westminister Safe and Secure  
[www.nwpolice.org](http://www.nwpolice.org)