

Careers

Court Liaison Officer



Come join our Police Services team to support the RCMP in maintaining a safe community for our citizens and be a part of fostering a healthy workplace for our Police Services staff. We are looking for a Court Liaison Officer who will act as the liaison between the RCMP, Provincial and Federal Crown Counsel, all stakeholders of the Criminal Justice System, Municipal Employees, Other Federal and Provincial Agencies, as well as the general public. As the Court Liaison Officer, you will be accountable for the quality assurance of all reports to Crown Counsel. You will ensure paperwork is processed in a timely manner for in-custody prisoners and you will capture the disposition in the court file and on the accused person's fingerprints.

You have a law enforcement background and/or extensive experience in a policing environment. You have sound knowledge of the Criminal Code of Canada, Youth Criminal Justice Act, Federal, Provincial, and Municipal Statutes. You also have a strong understanding of the paper flow systems of the Courts and RCMP and have operational experience in JUSTIN along with sound knowledge and practical experience in PIRS, PRIME, CPIC, OSR, and UCR. You can concentrate on complex files with frequent interruptions and are able to work in an adversarial climate with both internal and external clients. You must be able to obtain and maintain a RCMP security clearance as well as the BC Provincial Special Constable Appointment

Help create Kelowna as a *City of the Future*. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly and lead responsibly. Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport.

Grow your career in an organization that supports employee work-life balance and career and professional development. This exempt position offers a salary range of \$64,500 to \$71,700, employer-paid comprehensive benefits, an earned day off program, paid vacation and one of Canada's top pension plans.

The City of Kelowna has a COVID vaccination policy that requires all staff to be fully vaccinated as a condition of hire and ongoing employment.

Apply online at kelowna.ca/careers by January 6, 2023