



MAPLE RIDGE

British Columbia



## Prime Reviewer

Competition #22-009  
Status: Auxiliary CUPE  
Department: Police Services  
Salary: \$25.71 - \$30.19 per hour  
Closing: July 1, 2022

*Come grow with The City of Maple Ridge! Are you a team player with a "can do attitude", excellent communication and customer service skills? We have the perfect opportunity for you!*

### POSITION OVERVIEW

This is a clerical and data entry role involving the verification and maintenance of information working in the PRIME police computer system. The work includes assessing and coding new occurrence files and reading files in the PRIME system to determine circumstances and nature of the file which offences are reportable to Statistics Canada relative to specific codes.

### EDUCATION AND EXPERIENCE

High school graduation, including or supplemented by commercial and typing, U.C.R. scoring, and P.R.I.M.E. computer terminal operator's courses plus sound related experience, preferably in the Police Department OR an equivalent combination of training and experience.

### KNOWLEDGE, SKILLS AND ABILITIES

- Sound knowledge of the rules, regulations, policies and procedures governing the work performed.
- Sound knowledge of the methods, practices and procedures used in operating PRIME. equipment; and of the U.C.R. code systems.
- Sound knowledge of clerical and record keeping methods and procedures and of business English, spelling and arithmetic.
- Working knowledge of the Criminal Code of Canada and other applicable Federal and Provincial statutes enforced by the RCMP as related to the work performed.
- Ability to read occurrence files to determine circumstances surrounding and nature of occurrence; to determine offences reportable to Statistics Canada and to assign and record codes according to prescribed rules; and to produce a variety of statistical reports on a regular basis.
- Ability to review file documents to ensure that all required information is recorded and to notify investigating member when file is deficient or to make corrections as required.
- Ability to operate P.R.I.M.E., and C.P.I.C. computer equipment, perform related clerical work under general supervision.
- Ability to prepare, process, and maintain a variety of materials such as files, records and reports; to provide factual information regarding file content to a variety of internal and external contacts in accordance with departmental policy.

- Ability to maintain effective working relationships and to deal effectively with a variety of internal and external contacts in matters applicable to the work.
- Ability to perform typing and switchboard/receptionist duties on a relief basis.
- Skill in the operation of equipment used in the work.

## **LICENCES AND CERTIFICATES**

Ability to obtain and maintain an RCMP Security Clearance.

## **HOURS OF WORK:**

Hours of work are governed by Schedule “B” (M) - based on article 12.01 which may, at the discretion of the Commanding officer of the R.C.M.P. or his/her duly appointed representative, work any seven (7) hour between the hours of 7:00 am and 12:00 midnight, Monday to Sunday, inclusive, with shift differential as per Article 13.10. When shifts are changed, or positions hired, employees in the positions will be given shift preference on the basis of seniority.

## **WHAT WE OFFER YOU**

The City of Maple Ridge is a great place to work with competitive compensation packages that include the Municipal Pension Plan, a strong employee wellness program and the opportunity for professional career growth and professional development. If you want to help shape a growing community in a municipality that strives for service excellence, then this is the position for you.

**We thank all applicants for their interest, however, only those under consideration will be contacted.**