



BUILD YOUR CAREER

WITH THE CITY OF PRINCE GEORGE

COURT ADMINISTRATOR REGULAR PART-TIME POLICE SUPPORT SERVICES / ADMINISTRATIVE SERVICES

Provide Records Management Support in this Fast-Paced Role!

About Our Community:

Boasting a high quality of life and standard of living, Prince George has all the amenities of a large city mixed with the friendliness and appeal of a smaller community. It is a regional centre for close to 326,000 people for shopping, education, health care, the arts, and sports. Prince George's central location in the province offers work/life balance with unparalleled access to four-season outdoor recreation activities that are complemented by a full range of urban amenities and a comprehensive transportation infrastructure that connects residents, businesses, resources, and agricultural products to markets around the world. And it is only a short drive to almost anywhere in Prince George – spend less time commuting and more time doing what matters most to you! Discover all these opportunities and more!

About Our Organization:

The City of Prince George is committed to ensuring a positive, well-balanced work environment for its employees. With opportunities for employee training, wellness programs and professional development the City of Prince George offers a safe and supportive workplace in which to serve our community.

About The Opportunity:

As an integral part of the Court Liaison team, you will be responsible for the quality control of court files, which includes processes such as: documentation and registration of information, file scoring and maintenance, confirming records and charge approvals, and corresponding with the Records Maintenance Branch of the RCMP. In this exciting and challenging role, you will liaise with a variety of external agencies including Crown Counsel, provincial and Supreme Court Registry offices, the Probation Office, and the Attorney General's Department. You thrive in a fast-paced environment, have excellent time management skills, and can handle a demanding workload to effectively meet deadlines. Along with a commitment to customer service excellence, you have exceptional communication and interpersonal skills. Strong records management and superior attention to detail skills are essential in this role.

About Your Background:

The successful candidate will hold a Grade 12 diploma along with formal training in records management. You have at least 2 years of current and relevant experience working with the criminal court system and related procedures, plus previous experience with records management. Previous experience in a police environment and completion of court related courses will be considered assets. At times, in this role, you will be exposed to extremely graphic and disturbing information. **As a condition of employment, the successful candidate must be able to obtain and maintain a clear RCMP Reliability Status.**

Why You Will Love Working for our Police Support Services team at the City of Prince George:

- Join a team that strives to provide exceptional customer service!
- Your attention to detail and strong communication skills makes you an ideal candidate for this challenging position!
- Enjoy a competitive wage of \$33.71 - \$34.50 per hour plus a comprehensive benefits and pension plan.

Please refer to the job description for more details about this exciting career!

If you are interested in joining our team, please apply by **March 20, 2024** to:
<http://princegeorgejobs.prevueaps.ca/jobs/>

For more information about living and working in Prince George, please visit:

[Move Up Prince George / City of Prince George](#)

The City of Prince George thanks all those who apply, however only those selected for an interview will be contacted.