

Operations and Records Liaison - RCMP - Training Opportunity (Permanent, Full-Time) - 1299

Close Date

March 26, 2024

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

The City of Kamloops is looking to hire a permanent, full-time Operations and Records Liaison – Training Opportunity to work out of the RCMP detachment. This position works closely with Crown Counsel as a Court Liaison to coordinate and process court files and applications. They are also responsible for processing digital fingerprints and reviews and swears all information as prepared by Federal and Provincial Crowns. If you are looking for work that is highly rewarding and can have a positive impact on RCMP operations, then apply to become an Operations and Records Liaison – Training Opportunity today!

The successful candidate for an Operations and Records Liaison (\$37.21/hour) must have the following qualifications:

1. Completion of senior secondary school or its equivalent.
2. Minimum of five years' previous experience as an operational police officer in demonstrating a broad knowledge of operational/administrative duties and general law enforcement.
OR
Minimum five years' previous experience (in the last seven years) in a municipal support position within a policing environment, with extensive knowledge in CPIC, PRIME and JUSTIN, reviewing and scoring operational files, reviewing court files and the RCMP filing and records systems.
3. Proficient in basic Word and basic Excel, as demonstrated through testing.(70% pass rate required).
4. Ability to successfully complete and pass all required courses offered on the job (such as PRIME, CPIC, firearms safety or its equivalent, etc.).
5. Ability to obtain a Special Provincial Constable appointment.
6. Ability to obtain and maintain RCMP Reliability Security Clearance.

The successful candidate for an Operations and Records Liaison – Training Opportunity (\$35.55/hour) must have the following qualifications:

1. Completion of senior secondary school or its equivalent.
2. Minimum of three years of previous experience (in the last five years) in a municipal support position within a policing environment, with extensive knowledge in CPIC, PRIME and JUSTIN, reviewing and scoring operational files, reviewing court files and the RCMP filing and records systems.
3. Proficient in basic Word and basic Excel, as demonstrated through testing (70% pass rate required).
4. Ability to obtain a Special Provincial Constable appointment.
5. Ability to obtain and maintain RCMP Reliability Security Clearance.

Please note, if you are unable to obtain or maintain a Clearance, your employment with the City will be terminated. This posting includes a fully-qualified Operations and Records Liaison - RCMP as well as a Training Opportunity and our preference is to hire a fully qualified candidate. However, if there are no candidates deemed fully qualified, candidates for the Training Opportunity will be considered.

For further information on the Operations and Records Liaison RCMP position, please see the attached job description for the fully qualified position and for further information on the details around the training opportunity please see the attached terms and conditions.

Awarding of Training Opportunity:

To be successful for this training opportunity, senior applicants must meet the above requirements. Applicants are able to participate in a maximum of three training opportunities within the Department.

On-the-Job Experience and Training:

The most senior qualified candidate for this opportunity will be gaining experience towards becoming a fully qualified Operations and Records Liaison RCMP. The exact length of the training opportunity may vary based on the previous experience of the successful candidate.

Pay Rate:

The successful applicant for this training opportunity will receive the pay rate of Pay Grade 10 (inside), \$35.55 per hour to start. After successful completion of the training opportunity, and being deemed fully qualified, the incumbent will move to a Pay Grade 11 (inside) as a fully qualified Operations and Records Liaison RCMP.

Time Commitment to the Position:

The successful candidate will be required to remain in the Operations and Records Liaison RCMP position for a minimum of the amount of time it took the candidate to become fully qualified.

Hourly Rate

\$35.55 - \$ 37.21

Hours & Days of Work

Monday to Friday - Shift to be determined by Supervisor:

6:00 AM - 2:00 PM

7:00 AM - 3:00 PM

8:00 AM - 4:00 PM

8:30 AM - 4:30 PM

Hours per Week

35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.

Training Opportunity Terms & Conditions

The City of Kamloops encourages career development and professional growth for its employees. Training postings (including training opportunities and "in-training" postings) allow staff the prospect of moving into an area of the City operations that they may not otherwise have the experience or qualifications to bid into.

To support this, the parties have adopted the following terms and conditions for training postings. To illustrate your acceptance of the terms and conditions, please initial each item and date and sign at the bottom.

1. MANAGEMENT/EMPLOYEE RESPONSIBILITIES

The City recognizes that there is a joint responsibility for the development and success of the trainee. It is management's obligation to regularly monitor and assess the trainee's work to ensure that he/she is completing the requirements of the training. It is the employee's obligation to meet the commitments of the training posting, attend any training or educational sessions required and to participate in applicable duties at the workplace.

2. TRAINING TERMS

Training terms may vary in length, based on the amount of experience that the successful qualified applicant brings to the position.

3. ACCESS TO TRAINING

Employees will be allowed to access a maximum of two of the training types (training opportunity and/or in-training) during their employment with the City. The third training type, apprenticeship, will have a maximum of one opportunity.

Where the situation exists for an employee to pursue multiple opportunities related to a particular career path within a Division, consideration will be given on a case by case by the Employer to waive the access restrictions.

4. EMPLOYEE COMMITMENTS

- a) Employees must commit to the training term stated on the posting.
- b) After completion of the training term, employees must remain in the position for the commitment term stated on the posting.

OUR CORPORATE MISSION IS . . . to provide the best possible services to our citizens that reflect the will of Council and provide a balance of benefits to the community.

- c) For a period of one year after completing the training term, employees (unless they are otherwise employed full time outside of the classification), must accept any vacant shifts that should arise in the classification they have been trained in if that shift remains vacant after a posting or bid meeting process.

Any employee who does not fulfill the commitments of a training posting through his/her own actions will not be allowed access to any other training types in the future.

5. SENIORITY FOR TRAINEES

New employees hired for a training position will not obtain seniority during the training term. If confirmed in the position, seniority will be calculated as per the Collective Agreement and given to the employee at that time.

6. LAYOFF AND RECALL FOR TRAINEES

The trainee will be laid off before junior, fully qualified incumbents in the classification. The trainee will be recalled last after junior, fully qualified incumbents in the classification.

7. TRAINEE PROBATIONARY PERIODS

The probationary period for externally hired employees will be equivalent to the training term. As per Article 10(d), the employment of these employees may be terminated at any time during the probation period at the absolute discretion of the employer, provided however, that such discretion is not used in an arbitrary, perverse, or capricious manner.

Employees with seniority who do not fulfill the commitments of a training posting or who are deemed unsuccessful after passing probation will forfeit the right to return to his/her former position but will be allowed to use his/her seniority for one year to bid on another position.

The Union has agreed to consider requests for longer probationary periods based on the length of the training term and/or a trainee's progress.

8. OVERTIME CALL OUT

In the event of an overtime call out, fully qualified staff will be called first. Trainees may be considered at management's discretion.

Employee

Date