

POLICE RECORDS SERVICES COORDINATOR

(Long Term Auxiliary – Anticipated End Date of June 2025)

The City of Campbell River is seeking a Long Term Auxiliary **Police Records Services Coordinator** to join our Police Services Department.

***Naturally, Campbell River** – Located on Vancouver Island, surrounded by the ocean and majestic mountains, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. From summer markets and street events to an active arts and culture community to year-round, world-class recreational opportunities, the Campbell River lifestyle is unparalleled. We are a 45-minute drive from the winter and summer activities of Mount Washington, and just minutes from more than 100 km of all levels of mountain biking and hiking trails, plus easy access to the ocean, rivers and lakes for sports fishing, kayaking, paddle boarding and whale watching.*

The role – As part of the Police Services team, reporting to the RCMP Municipal Manager, this position oversees the work of a team that includes the Court Liaison Officer, Electronic File Disclosure Clerk, Watch Clerk, Records Clerk, Exhibit Clerk, and Police Services Clerk positions. This position is responsible for maintaining the overall integrity of respective confidential RCMP applications, records management systems, and teamwork processes in compliance with applicable legislation, policies, and procedures.

Our ideal candidate will have:

- Grade 12 or equivalent.
- Minimum one (1) year Certificate in office administration from an accredited school or program; **or** Assessable equivalent in education, training, and experience, including the successful completion of a course (accredited course or a course of 25 hours or more in duration from an accredited school or program) in each of the following: Leadership/supervision; and Conflict resolution.
- Introductory course in Occupational Health and Safety.
- PRIME, CPIC and UCR training.
- Minimum of five (5) years' office administration experience within the last seven (7) years.
- Three (3) years' experience working in PRIME workflow, or workflow with equivalent police records information management environment (i.e. PROS), identifying deficiencies and providing solutions within records management, within the last seven (7) years.
- Three (3) years' supervisory experience in a team environment within the last seven (7) years.
- Experience with JUSTIN.
- Ability to pass and maintain an RCMP Reliability Security screening.

The rate of pay for this Long Term Auxiliary, CUPE bargaining unit position is \$38.97 per hour working four (4), ten (10) hour days between the hours of 7:00am and 6:00pm, with a lunch period of one (1) hour; followed by four (4) consecutive days off.

For information on this exciting opportunity and to view a detailed job description that lists all the duties and necessary qualifications for this position, please visit www.campbellriver.ca/employment

This posting closes on Thursday, April 25, 2024

Please send your resume with covering letter, quoting **Competition EXT-24-028** to:



Email: careers@campbellriver.ca

Human Resources Department
City of Campbell River
301 St. Ann's Road
Campbell River, BC V9W 4C7

We thank all applicants, however, only those selected for interviews will be contacted.