



VISION:

A city that inspires

MISSION:

Working together to enhance the quality of life for all residents

VALUES:

Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence,
Bilingualism

RECORDS VALIDATION AND COURT OPERATIONS ADMINISTRATOR (RVCOA)

Codiac Regional RCMP– Job # P1236

CLOSING DATE: MAY 21, 2024

JOB SUMMARY:

This position reports directly to the Manager of Courts and Records.

This position provides clerical and operational support for the Court Section, Records Section and Canadian Police Information Center (CPIC).

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This position is a unionized position. The City of Moncton offers an attractive salary and benefits package in accordance to the City Hall Employees Association / PSAC Local 60200 Collective Agreement.

[CHEA Collective Agreement](#) [City of Moncton Salary and Wage Scale](#)

EDUCATION:

- High School graduate or equivalency.
- Must have a 2-year College Diploma in Business Administration OR equivalent Diploma or Degree in another discipline with relative business related courses.
- Certification in PROS for Information Managers (IM) is required within 12 months of start date.
- Successful completion of CPIC Query Narrative Course as well as a certification in CPIC maintenance is required within 3 months of start date.

EXPERIENCE:

- Must have a minimum of two (2) years' experience in office administration and record management and knowledge of the legislation.
- Requires knowledge of legal phraseology and court procedures and a general knowledge of the various federal and provincial statutes as well as municipal by-laws.
- Previous experience in a law office, police force or other policing agencies would be a definite asset.

LANGUAGE:

- Must be functional in both official languages (English and French). As per provincial language proficiency standards, functional is determined to be at the Intermediate+ (2+) level.

KNOWLEDGE, SKILLS AND ABILITIES:

- Completion of computer courses or related experience with Microsoft Office, PROS and CPIC and/or database systems is required. Strong computer skills required.
- Experience and knowledge of electronic police records and filing system are strong assets.
- Knowledge and work experience in data entry are required.
- Excellent communication skills both written and oral are required by virtue of frequent contact with employees and other agencies.
- Must possess an above-average level of commitment, initiative, tact, judgement and be a self-motivator. These attributes are essential to the proper handling of legal documents and the meeting of deadlines.
- Background in Information Management systems techniques using a window-based environment is considered an asset.
- Knowledge in, and experience with, Information Management policies, processes and procedures as well as knowledge and/or experience in RCMP in-house applications such as PROS and CPIC are considered strong assets.
- There is a requirement to maintain an updated knowledge of legislation and regulation relating to the retention, access and disposition of RCMP records, e.g.: Access to Information and Privacy Acts (ATIP), the Criminal Records Act, the Youth Criminal Justice

Act and the National Archives and Library Act, Personal Information Protection of Electronic Documents, Treasury Board of Canada Directives on Information Management.

There is a requirement to maintain an above-average knowledge of, and understanding of the responsibility to administer CPIC policy and procedures for the RCMP District, Federal Government agencies; and, municipal and provincial government agencies.

CONTACT:

- Incumbent will have daily contact with members of the RCMP; support staff locally, provincially and regionally. This requires a high level of maturity, discretion and tact. The incumbent will be required to deal with officials of law enforcement agencies, various levels of government (e.g. Corrections Canada and other federal and provincial agencies), other police forces and accredited enforcement and investigation agencies.
- Has regular contact with employees of Provincial Court and Crown Prosecutors.
- Within the national RCMP user community, the RVCOA is recognized as the SME (subject matter expert) on all matters pertaining to the use of PROS/CPIC and the management of information within the system. As such, the RVCOA is the focal point for queries from investigators, police managers and the senior executive of the Force. In regions of Canada, where there are External Police Partner Agencies (EPPA) using PROS, the RVCOA will often be the contact point for problem resolution.
- The complexity of the system requires the ability to explain, to users who may be unfamiliar with the PROS system, how or why a specific action did or did not take place with clarity and in detail. Similarly, there are methods of obtaining specific information from the system which may not be evident but with which the RVCOA is familiar. RVCOA's will need to guide some users to allow them experience and recognition of the capabilities of PROS, CPIC and other operational records systems.

SUPERVISION:

- No requirement to supervise other employees, but may be required to give advice and guidance to fellow employees and members.

JUDGMENT AND INITIATIVE

- This position offers scope for initiative and judgment in terms of discovering and suggesting more efficient ways of attaining Section work goals. The consequence of error is major in that inaccurate information entered into computer systems or information that is improperly removed could result in improper action being taken by a police officer, thus affecting the freedom and security of citizens and the potential liability for civil suits.
- As the incumbent of this position works with little supervision, initiative plays a crucial role in job performance. Judgment is also critical as daily decisions are also made regarding the validity of court records.
- Must demonstrate good judgment and logic in solving issues relative to records management.
- Must possess the initiative and judgment necessary to ensure the reports and investigations are properly classified, recorded and filed to avoid error, which causes

inaccurate and misleading statistics reflecting criminal activity and the effectiveness of police action.

- The incumbent must ensure that information contained in and retrieved from Records Section (including CPIC records and use of the terminal) is treated as confidential and receives the degree of protection necessary to prevent disclosure to unauthorized agencies or individuals.

CONDITIONS OF WORK:

- Work is performed in an open office concept with other ongoing activities in the same work area.
- Requires high degree of concentration with a reasonable level of physical effort in transporting, sorting and purging files and records.
- Incumbent will work under conditions of deadline and demand all integrated with a need to answer telephone inquiries, staff inquiries and in-person requests for documents/information. The consequence of error inherent in the position creates constant pressure.
- Work requires continuously accommodating multiple and changing priorities, deadlines and competing demands from clients and supervisors, resulting in time pressures and lack of control over the pace of the work.
- The working conditions are in concurrence with the CHEA/PSAC Local 60200 Collective Agreement.

ADDITIONAL COMMENTS: (if any)

- It is a condition of employment that the incumbent must be of the highest integrity and character and will be subjected to RCMP security screening. This involves background and character investigation of successful applicants and their immediate families. This is required prior to the necessary level of security clearance being granted for this position. Must maintain necessary RCMP security clearance requirements for this position throughout the duration of employment. Failure to do so will result in loss of employment. Similarly, the incumbent's use of all police information will be in accordance with RCMP policy, regulations and directives. Since the work is of a confidential nature, the incumbent must be prepared to undertake an Oath of Affirmation of Secrecy.