



Court Liaison

Regular Full time and Regular Part Time

About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

About You / What We Are Looking For

The City of Coquitlam is currently recruiting for a regular full time and regular part time Court Liaison to join our team in the Police Division. This is a civilian support position located at the Coquitlam RCMP Detachment within the Records Section. In this fast-paced position, the incumbent will be responsible for processing, coordinating, and ensuring the quality control of all court documents submitted to Crown Counsel and the Court Registry, as well as ongoing maintenance of court files for the detachment in adherence to established legislation, policies and procedures. This role serves as a liaison between the RCMP and external government agencies for court purposes and is responsible for swearing information before a Justice of the Peace as a civilian with Special Constable status. If you have a keen eye for detail, exceptional organization skills, as well as the ability to build and maintain positive working relationships with various internal and external stakeholders, this may be the perfect role for you!

Minimum Qualifications

Along with possessing a grade 12 education, our ideal candidate will have obtained relevant post-secondary courses and considerable related work experience within a policing or court environment, or an equivalent combination of training and work experience. A current Class 5 BC's Driver's License is also required for the role. The successful candidate will also be required to obtain and maintain Special Constable Status.

Preferred Qualifications

The ideal applicant will have thorough knowledge of RCMP law enforcement practices and of the departmental rules, regulations, policies and procedures coupled with the Federal and Provincial statutes and Municipal bylaws. They will also be able to demonstrate discretion and professionalism in the handling of sensitive and confidential information, while working with various internal and external partners. Experience working with police databases such as PRIME, CPIC, JUSTIN and the UCR code system related to the Criminal Code of Canada would also be considered assets.

What We Offer:

This CUPE position has an hourly rate range of \$40.73 - \$48.08. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills. Both roles are currently scheduled Monday to Friday but the schedule may change based on operational needs. The regular full time role will work alternating shifts between 6am and 2pm and 8am to 4pm. The regular part time roles will have hours between 9am and 1pm, 5 days a week.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and



inclusion means, and the City's efforts in support of these principles, please visit coquitlam.ca/edi for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

The successful candidate must also be able to obtain and maintain an Enhanced RCMP Security Clearance.

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on July 29, 2024.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.