

Township of Langley

Job Title:	Records Clerk (up to 2)
Competition Number:	24-U122
Employment Type:	Regular Full-Time
Pay Rate:	\$29.48 - \$34.63 per hour (five steps, 2024 rates), plus benefits
Hours of Work:	40 hours per week; Non-standard and/or non-standard work week See job posting details for shift pattern options
Competition Opening Date:	July 29, 2024
Competition Internal Closing Date:	August 7, 2024
Competition External Closing Date:	August 11, 2024

Job Overview

The Township of Langley is currently recruiting for up to two regular full-time **Records Clerks** to join our team of professionals in the RCMP Division, Police Services Department. Reporting to the Records Coordinator - RCMP, in this unionized position you will perform a variety of specialized tasks, including verification and maintenance of information processed in the records management system. This position will appeal to applicants who are detail-oriented and have experience in a police records information management environment.

Responsibilities

- Review new occurrence files in PRIME to determine the circumstance, nature of occurrence and the appropriate processing method
- Determine and verify offences that are reportable to Statistics Canada
- Verify codes entered by other detachments for validity and completeness in accordance with the rules and regulations
- Add or modify UCR scores as required
- Process concluded files and transfer to the PRIME database
- Review files entered in CPIC for adherence to operational reporting system rules and regulations, and refer files to CPIC Operators for further follow-up as required
- Perform related work as required

Qualifications

- Completion of Grade 12 supplemented by commercial courses, OSR/UCR scoring, PRIME computer terminal operator's courses, plus sound related experience preferably in the police department, or an equivalent combination of training and experience
- Sound knowledge of the rules, regulations, policies and procedures as it relates to police services
- Ability to review file documents for completeness and advise when a file is deficient
- Ability to operate PRIME and RMS programs and audit CPIC entries
- Enhanced reliability status is required (not required as part of the application process, however, will be required upon consideration for employment).

The hours of work are 40 hours per week and there are two positions with the following work hour patterns:

Position #1 Shift Pattern:

Monday to Thursday **OR** Tuesday to Friday 6:00am – 5:00pm (4 days per week); Non-standard and/or non-standard work week.

Or

Position #2 Shift Pattern:

Monday to Friday 8:00am – 5:00pm (5 days per week); Non-standard and/or non-standard work week.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.