

EXHIBIT CLERK

The City of Campbell River is seeking a **Part-Time Exhibit Clerk** to join their Police Services team.

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 municipal police services team, you will be responsible for the receipt, maintenance, control, storage, security, and disposal of seized, stolen, and found property, as well as illegal drug and firearm exhibits for the Campbell River RCMP detachment.

Our ideal candidate will have:

- A high school graduation or equivalent.
- Four years recent (within last 8 years) office administration experience inclusive of at least one year work experience at a police detachment, preferably in a similar role OR four years prior work experience working in an inventory control/warehouse environment.
- One year working with PRIME workflow, or workflow with an equivalent police records information management environment (i.e. PROS), identifying deficiencies and providing solutions within records management.
- Ability to pass and maintain an RCMP Reliability security screening.
- Note that in this position you will be exposed to information and material of an extremely disturbing and graphic nature.

The rate of pay for this permanent, part-time, CUPE bargaining unit position is **\$31.96 per hour** based on **40 hours bi-weekly (work schedule is 35 hours one week, then 5 hours the next week)** and includes a comprehensive benefits package.

Please see the attached for information on this exciting opportunity and to view a detailed job description that lists all the duties and necessary qualifications for this position.

This posting closes on Wednesday, September 25, 2024

Please send your resume with covering letter, quoting **Competition EXT-24-080** 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.

EXHIBIT CLERK**Approval Date:** December 2023**Department:** Police Services IAFF CUPE Management**Title of Excluded Supervisor:** RCMP Municipal Manager**General Accountability:****Purpose and Scope**

This position is responsible for receipt, maintenance, control, storage and security of a variety of confidential criminal, drug, seized, stolen and found property exhibits for the Campbell River RCMP detachment. This includes receiving; documenting and storing all exhibits obtained during the course of a police investigation, as well as found property received at the detachment according to RCMP policy. The incumbent is also responsible for proper disposal of exhibits according to legislation and RCMP policy. The incumbent liaises with RCMP, support staff, external agencies, and the general public during the course of their duties.

Nature and Scope of Work

- Receives, maintains, controls, stores, secures and processes all exhibits obtained during the course of a police investigation and/or found property received at the detachment, and ensures documentation is complete as per RCMP policy and procedure.
- Maintains the integrity and confidentiality of exhibits following chain of custody processes.
- Liaises with RCMP members regarding the management of their exhibits including storage, releasing for court and subsequent disposal.
- Utilizes RCMP and/or external agency database applications (including but not limited to PRIME¹, CPIC², PWS³) to: browse and query data; enter data; assign files as necessary for processing or follow up; process exhibits and found property; and/or research and prepare correspondence to external agencies.
- Liaises with detachment staff regarding the management of found property.
- Contacts owners of found property and arranges for delivery.
- Utilizes word processing program, email and telephone system for various forms of communication.
- Prepares, processes and/or maintains a variety of department documentation (electronic and hard copy) and/or correspondence for movement and/or disposal of exhibits and unclaimed found property.
- Conducts regular audits of all exhibits to ensure proper storage and disposal.
- May be required to attend court as a witness to establish the continuity of exhibits.
- Prepares exhibits for delivery to appropriate outside agencies for analysis.
- Refers non-routine matters to Police Records Services Coordinator or relevant RCMP personnel as necessary.
- Files department records.
- Participates and provides solutions to problems relating to records management with other team members.
- Maintains and orders exhibit room supplies.
- Maintains reference manual for position duties for backup personnel.
- Performs other duties as assigned.

Necessary Qualifications**Knowledge:**

- Intermediate level of Microsoft Word.

¹ PRIME – Police Information Management Environment

² CPIC – Canadian Police Information Centre

³ PWS – Police/Public Agency Web Services (for RCMP Canadian Firearms Program web applications, services and reference tables)

- Familiar with using the internet and email system.
- Familiar with Criminal Code of Canada, federal, provincial and municipal acts and regulations.
- Familiar with PRIME policies and procedures.
- Familiar with RCMP policies and procedures.
- Working knowledge of safe work procedures.
- Familiar with working with RCMP computer systems including but not limited to PRIME.

Skills:

- Communicate effectively including completing and reviewing detailed forms, reading and writing memos and letters.
- Excellent oral communication skills.
- Excellent time management and organizational skills.
- Excellent attention to detail.

Abilities:

- Demonstrated ability to maintain the highest level of confidentiality as it relates to the exhibits/evidence processed through the RCMP Detachment.
- Effective and courteous interaction with all customers, departments and agencies.
- Ability to consistently deliver work of a high standard of quality, precision and according to standards, procedures, rules, regulations and expectations.
- Ability to remain calm during hostile or stressful situations.
- Ability to work independently while meeting needs of detachment.
- Ability to provide solutions to problems.
- Ability to work within and contribute to a proactive team environment.
- Ability to effectively respond to a high volume of inquiries and do a multitude of tasks.
- Ability to process, check and maintain a variety of office records, files, reports, documents and related materials, as well as file and retrieve information both manually and electronically.
- Ability to operate office equipment.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
- Physical ability for the work and ability to perform work in a safe manner when lifting, sorting and arranging exhibits and property items of varying size and weight.
- Pass and maintain RCMP Reliability Security Screening.

Education:

- High school graduation or equivalent.

Training/Certification:

- WHMIS
- Successful completion of the Canadian Firearms Safety Course (to be obtained within first three months)
- Possession of a valid Firearms Licence (to be obtained within first six months)
- Biohazards training (to be taken as and when directed by the RCMP)
- Qualify for certification as a Firearms Verifier (to be obtained within first six months)
- Must possess and maintain a valid BC driver's licence and produce and maintain a clean driver's abstract, as per City policy

Experience:

- Minimum four years recent (within last eight (8) years) office administration experience inclusive of at least one (1) year work experience at a police detachment; **OR**
- Minimum four years prior work experience working in an inventory control/warehouse environment.
- Minimum one (1) year working with PRIME workflow, or workflow with an equivalent police records information management environment (ie. PROS), identifying deficiencies and providing solutions within records management.

Unusual Working Conditions:

- Incumbent is exposed to exhibits obtained on police investigational files that may be extremely graphic and disturbing in nature.