

Records Reviewer (Regular)

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| Job Requisition | JR-2024-240 Records Reviewer (Regular) (Open) |
| Job Family | CUPE |
| Start Date | 2024-09-11 |
| End Date | 2024-09-26 |
| Primary Posting | No |
| External Posting URL | https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Detachment-Building/Records-Reviewer-Regular-_JR-2024-240 |
| Description | Internal Closing Date: Sept 19, 2024 |

External Closing Date:

Sept 26, 2024

NOTE: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Hourly Rate:

36.27

Scheduled Weekly Hours:

35

Reporting to the Manager, Records and PRIME – RCMP, this position is responsible for the review of RCMP Police Records Information Management Environment (PRIME) operational records for compliance with federal, provincial and municipal legislation and RCMP policy. In addition, this position is responsible for RCMP PRIME maintenance to ensure the safeguarding of information throughout the lifecycle of the record(s).

Duties Include:

- Reviews RCMP PRIME operational files for quality assurance and compliance with legislation and policy and directs deficiencies to the appropriate level of authority within records management and/or the RCMP as appropriate.
- Reviews and scores RCMP PRIME operational files in accordance Canadian Centre for Justice Statistics (CCJS) and Uniform Crime Reporting (UCR) guidelines.
- Performs maintenance in response to the CCJS and PRIME deficiency reports.
- Performs maintenance to safeguard RCMP PRIME operational files in accordance with legislation and policy in relation to non-disclosure, purging and records suspensions.
- Processes the formal and informal release of information to internal and external agencies in accordance with legislation and policy.
- Performs related duties as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Completion of Criminal Justice diploma or Business Administration diploma or other recognized equivalent.
- Minimum three years of recent experience working in police records management including file review and quality assurance.
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Demonstrated knowledge and understanding of the police records and reporting system(s).
- Knowledge of records management procedures of sensitive records including but not limited to, record suspensions and non-disclosure.
- Knowledge of federal, provincial, and municipal legislation and statutes in relation to police reporting, such as the Criminal Records Act and Statistics Act.
- Knowledge of the Criminal Code of Canada and federal, provincial, and municipal acts such as the Youth Criminal Justice Act.
- Knowledge of court procedures, legal documents and Reports to Crown Counsel (RTCC).
- Ability to use police records management data bases such as PRIME, Canadian Police Information Centre (CPIC) and Justice Information System (JUSTIN).
- Ability to work with limited supervision.
- Ability to communicate effectively orally and in writing with team members, police officers, and internal and external agencies.
- Ability to obtain and maintain a Police Information Check.
- Ability to obtain and maintain a RCMP Enhanced Reliability Status security clearance.

To Apply:

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using one of the following methods:

- Online at www.vernon.ca/ start your application by selecting "apply".
- By Fax: (250) 550-3551

Internal Applicants:

- Internal applicants are asked to apply using their worker profile.
- By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

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| Worker Sub-Type | Permanent |
| Location | Detachment Building |
| Time Type | Full time |
| Locations | |
| Supervisory Organization | Records & Prime - RCMP |