

Township of Langley

Job Title:	Records Clerk
Competition Number:	24-U169
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
Competition Opening Date:	October 11, 2024
Competition Internal Closing Date:	October 22, 2024
Competition External Closing Date:	October 25, 2024

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Records Clerk** 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).

Apply Now

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