

## RECORDS LIAISON Regular Full-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

We are seeking a highly organized and detail-oriented Records Liaison to join our team. This specialized clerical position plays a critical role in managing and ensuring the accuracy of police records and documentation related to major crime occurrences. The successful candidate will apply their expertise in departmental policies, legislation, and reporting requirements to manage ViCLAS (Violent Crime Linkage Analysis System) documentation, respond to information and records requests, and provide training and guidance to staff on reporting and records management.

Knowledge and skills essential for this role include:

- In-depth knowledge of departmental policies and procedures governing the management and release of police records and information.
- Strong understanding of ViCLAS and its documentation and reporting requirements.
- Familiarity with applicable legislation related to information and records requests, including privacy acts, public records laws, and other relevant regulations.
- Excellent organizational and time-management skills.
- Ability to exercise independent judgment and prioritize tasks in a fast-paced environment.
- Strong communication skills to effectively liaise with team members, law enforcement officials, and the public.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proficiency in office software (e.g., Microsoft Office Suite, database management tools) and records management systems.
- Detail-oriented with a strong commitment to accuracy and quality of work.

### Minimum Qualifications

Completion of Grade 12, supplemented by post-secondary courses related to the work, plus experience in a policing environment or an equivalent combination of training and experience.

### Preferred Qualifications

Post-secondary education or specialized training in PRIME-RMS records management system, criminology, or a related field. Significant experience in a PRIME-RMS records management system, or law enforcement-related role, with a focus on major crime records, reporting, or data management, would be considered an asset.

### What We Offer:

This CUPE position has an hourly rate range of \$37.32 - \$43.92. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

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. Additionally, there is an opportunity to participate in an earned day off/flex day program. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

### 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](http://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](http://www.coquitlam.ca/careers) by 11:55 pm on January 24, 2024.**

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