



Court Liaison - RCMP

📅 Posted 08-Jan-2025 (PST) | 🏢 RCMP | 💰 \$ 33.18-36.86 per hour

| 🕒 Full-time Temporary | 🏢 CUPE

| 📄 15.5% in lieu of benefits, vacation and statutory holidays

Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership and the delivery of effective and community-focused services.

The City of Penticton is looking to fill the full-time temporary (35 hours a week, 18 months with the possibility of extension) position of **Court Liaison** in our **RCMP** Detachment. The mission of the Penticton RCMP is to serve and protect the community, and work in partnership with the community to deliver a responsive and progressive police service. The RCMP promote respect for rights and freedoms, the law and democratic traditions, and treat all people equally and with respect in accordance with the RCMP's core values.

Reporting to the RCMP Operations Manager, the **Court Liaison** completes reports to Crown Counsel and Court Disposition.

Key Responsibilities:

- RTCC JUSTIN uploads.
- Court Disposition.
- Secure File Transfer uploads.
- Provincial and Federal Crown Communication Liaison.
- Completes information swearing before Justice of the Peace.

Required Knowledge, Abilities & Skills:

- Strong interpersonal and public relations skills
- Highly developed and demonstrated ability to communicate effectively both orally and in writing.
- The ability to establish and maintain effective working relationships with members, fellow employees, other agencies and the general public.
- Necessary knowledge of investigational procedures and evidentiary requirements to prove a charge and of the criminal justice system and court procedures.
- Necessary knowledge of computer applications and of RCMP national data systems, including but not limited to PRIME, UCR, CPIC, CJIM and the JUSTIN court system.
- Necessary knowledge of police operation policies and procedures; Criminal Code of Canada, applicable Federal and Provincial statutes and of Municipal by-laws.
- Strong comprehension of Electronic Information Management policy.
- Proficient in navigating PRIME, JUSTIN, CJIM and SFTS systems.

Education, Training and Experience:

- Completion of Grade 12 supplemented by RCMP operational courses, 10 years' police experience and a minimum of 5 years of operational experience in police investigation work and in court procedures.
- An equivalent combination of education and field experience may be considered
- Valid Class 5 BC Driver's Licence with safe driving record.
- Have and maintain relevant level of R.C.M.P. Security Clearance.
- Must have the ability to be designated a Special Constable status under the British Columbia Police Act.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBTQIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

If you are seeking a challenging opportunity and possess the above mentioned qualifications, we would love to hear from you! We welcome your cover letter and resume by **February 9, 2025**.

If you require any accommodations during the recruitment process, please contact us at HR@penticton.ca (mailto:HR@penticton.ca), we'd be happy to hear from you!

Position type: Full-time Temporary (35 hours per week, 18 months)
Wage: \$33.18 - \$36.86 per hour (Pay Grade 8, CUPE)
Benefits: Additional 15.5% in lieu of benefits, vacation and statutory holidays.
Comp #: 25-07

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