



CPIC Operator Clerk 2 x 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 currently recruiting for experienced CPIC (Canadian Police Information Centre) Operators to join our incredible team in the Records Division of the Community Safety department. We have two regular full-time positions available. These positions are responsible for processing operational and clerical assignments with a high degree of accuracy as well as the file maintenance, verification and validation of CPIC entries, also ensuring all entries are added accurately and complies with all standards local and Federal policies is essential. Other duties include adding, modifying, removing and maintaining court documentation on CPIC; verify information entered by other staff; update and revise entries and perform daily audits. This role requires independent judgement and action with minimal direct supervision.

The successful candidate will be experienced working in a fast paced environment, have superb attention to detail and the ability to handle sensitive and confidential information, work well within a team environment, have excellent verbal and written communications skills, be very organized in order to meet deadlines and able to work effectively with a variety of internal and external stakeholders.

Minimum Qualifications

Requirements include successful completion of Grade 12 supplemented with relevant course work in criminology or a related discipline.

Preferred Qualifications

Previous work experience working in similar clerical role in an RCMP detachment plus experience working with CPIC software, PRIME-RMS Records Management System, MS Office suite and other related software would be considered an asset. The ideal candidate will have exceptional attention to detail, exercise independent judgement and will maintain a high level of confidentiality.

What We Offer:





This CUPE position has an hourly rate range of \$30.51 - \$35.84. 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. This position is based in Coquitlam. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan as well as the option to participate in the earned day off program.

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 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 by 11:55 pm on January 27, 2025.

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