

POLICE FILE REVIEWER

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

Are you looking for a rewarding career in Police Services where you can give back to the community? We are currently recruiting a Police File Reviewer section to join our Information Management Section in the Police Services Division. You will fulfill a key role between a call for service and the completion of an investigation, while working as part of a team of civilian and RCMP employees contributing to essential work done at the Coquitlam RCMP Detachment. This position is a great entry level role to immerse yourself in the records and information side of Police Services.

About the role:

This role is challenging and fast-paced involving the preparation, processing and maintenance of police files utilizing the Police Records Information Management System (PRIME). This role requires the incumbent to have superior typing, data entry and communication skills, both verbal and written. You will prepare, process and maintain a variety of records, reports and related material as well as provide information regarding police file content to internal and external contacts. This position does shift work with a rotational schedule of 4 on and 4 off; two day shifts and two night shifts. If you are collaborative, detailed-oriented and organized you will thrive in this position!

Minimum Qualifications

- Completion of Grade 12, including or supplemented by commercial and typing, U.C.R. scoring, and police computer databases and related courses plus sound related experience, preferably in a Police environment OR an equivalent combination of training and experience.

Preferred Qualifications

- For candidates without work experience in a police environment, RCMP volunteer experience would be considered an asset. Previous experience with relevant software such as MS Word, Excel, PRIME, or CPIC, as well as previous work experience in a municipal or public sector would also be considered assets.

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.

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 February 5, 2025.

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