

# Township of Langley

<b>Job Title:</b>	Assistant - Crime Analysis Unit
<b>Competition Number:</b>	25-U022
<b>Employment Type:</b>	Regular Full-Time
<b>Pay Rate:</b>	\$31.97 - \$37.58 per hour (5 steps, 2024 rates) plus benefits
<b>Hours of Work:</b>	35 hours per week; Monday to Friday, 8:00am – 4:00pm
<b>Competition Opening Date:</b>	January 30, 2025
<b>Competition Internal Closing Date:</b>	February 7, 2025
<b>Competition External Closing Date:</b>	February 10, 2025

## Job Overview

The Township of Langley is currently recruiting for a regular full-time **Assistant - Crime Analysis Unit** to join our team of professionals in the RCMP Division, Police Services Department. Reporting to the Administrative Manager, this unionized position performs a variety of specialized and technical tasks, including maintaining a comprehensive database for the detachment, compiling and generating detailed reports, and assisting with data analysis. The Assistant, Crime Analysis Unit performs quality control reviews of data and provides support to users.

## Responsibilities

- Produce a variety of regular reports, compile and assist in data analysis and summaries
- Extract data from national databases to assist in criminal investigations
- Conduct reviews and random audits of data entries to monitor accuracy and completeness of information and adherence to data standards
- Review members' synopsis to determine target area and other information related to the work and may seek clarification as required
- Update and maintain computer tables and enter data used to produce crime incident location maps
- Receive and respond to routine requests for information
- Performs other related work as assigned

## Qualifications

- Completion of Grade 12 supplemented by completion of computer courses, plus considerable related experience with database applications in a police environment, or an equivalent combination of training and experience
- Considerable knowledge of database capabilities and report generating procedures
- Considerable knowledge of the practices and procedures used to operate computer and software applications
- Sound knowledge of detachment and municipal rules, regulations and policies related to the work
- Knowledge of police crime investigation activities and procedures
- Ability to prepare and maintain records, reports and correspondence and maintain files and manuals
- Ability to produce routine reports and identify specifically requested data for input to the database
- Ability to conduct reviews and audits of data
- Ability to establish and maintain effective communication with internal and external contacts

RCMP Enhanced Reliability Status is required (not required as part of the application process, however, will be required upon consideration for employment)

## Apply Now

Visit [tol.ca/careers](https://tol.ca/careers) to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

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