

Township of Langley

Job Title:	Electronic Disclosure Coordinator
Competition Number:	25-U021
Employment Type:	Regular Full-Time
Pay Rate:	\$34.63 - \$40.74 per hour (5 steps, 2024 rates) plus benefits
Hours of Work:	35 hours per week; Monday to Friday, 8:00am – 4:00pm
Competition Opening Date:	January 30, 2025
Competition Internal Closing Date:	February 7, 2025
Competition External Closing Date:	February 10, 2025

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Electronic Disclosure Coordinator** to join our team of professionals in the RCMP Division, Police Services Department. Reporting to the Administrative Manager, in this unionized position you will perform a variety of specialized and technical tasks including, organizing, assembling, and consolidating electronic disclosure packages related to criminal investigations for submission to Crown Counsel. You will liaise with file coordinators and investigative teams in the compilation and review of file information through investigative court cycles.

Responsibilities

- Assemble, organize, and consolidate electronic disclosure packages for submission to Crown Counsel
- Ensure material deemed disclosable is organized in a comprehensible format and complies with protocols
- Provide specialized highly confidential support to file coordinators and investigative teams and attend relevant investigational briefings
- Maintain procedures, protocols, and investigative information for a digital major case management system
- Develop business processes and data management solutions for effective investigative data analysis
- Perform related work as required

Qualifications

- Completion of Grade 12 supplemented by courses related to the work, plus considerable related experience, or an equivalent combination of training and experience
- Considerable knowledge of the requirements and capabilities of a major case management system
- Considerable knowledge of the rules, regulations, policies, and procedures applicable to the assembly, organization, and consolidation of electronic disclosure packages
- Sound knowledge of the methods, practices, and procedures used in the work and of techniques pertaining to mass data entry, manipulation, and retrieval of data
- Ability to assist in reviewing case documentation and identifying incomplete/inaccurate information
- Ability to assemble electronic disclosure packages ensuring compliance with established protocols
- Ability to update and maintain work procedures and protocols, develop, and modify business rules and processes and create data management solutions
- Ability to establish and maintain effective communication with a variety of internal and external contacts
- Ability to communicate effectively orally and in writing
- Ability to work with minimal supervision

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

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