

COURT COORDINATOR

CAMROSE POLICE SERVICE

An Equal Opportunity Employer

The City of Camrose Police Service is seeking an experienced individual to fill the role of Court Coordinator. Reporting to the Communications Manager, this position will be responsible for the management and administration of all court related files. The successful candidate must have a good grasp on current electronic court disclosure procedures and prior experience working in a Police environment.

FUNCTIONS/DUTIES (but not limited to):

- Check each court document for accuracy.
- Assist Crown Prosecutor in answering questions from the Court or Defence attorneys.
- Ensure disclosure is sent/received by Crown Prosecutors in advance of upcoming court dates.
- Create and monitor court calendar for member availability due to training and vacation days.
- Arrange trial dates for members and ensure dates do not conflict with other operational needs.
- Make available to the Crown, all documents relevant to the prosecution.
- Liaise with Clerk of Court on judicial/court policy changes.
- Liaise with Probation on court related matters.
- Advise civilian staff and Sworn members of court related changes.
- Prepare new charges when required by the Court.
- Update PROS and CPIC on all court related occurrences.
- Utilize word and excel processing equipment to perform court related functions.
- Performs any requests with court related matters.
- Liaise with Ottawa and other Police Services/Detachments in relation to CJIM.
- Various other court duties as assigned.
- Support the 911 dispatch center in covering shifts when below minimum staffing.

QUALIFICATIONS:

- Grade 12 Diploma or GED equivalent.
- Prior experience working in a Policing environment, with over five (5) years of experience considered an asset.
- Detail orientated with strong organizational skills.
- Familiar with pre-charge and current electronic court file processes.
- Forward thinking, innovative with technical competency.
- Knowledge of court, police procedures, department filing systems and policing standards.
- CPIC, PROS, JOIN, JOIN 2.0, Global Scape CJIM training.
- Knowledge of in-house computer systems.
- Knowledge of ORCA, ROADS, Prisoner Mugshot system, E-Collisions, InfoPol.
- Ability to work with minimal supervision and display self-direction and motivation.

HOURS OF WORK: Hours of work are typically 7:30 a.m. to 4:00 p.m. Monday through Friday. At times, may be required to fill shifts within the 9-1-1 dispatch center.

SALARY & BENEFITS: The City of Camrose offers competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address below or in person by March 4, 2025, at 4:00 p.m. If applying by e-mail, please ensure job position is included in subject line. **We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.**

CONTACT:

The City of Camrose – Attention: Communications Manager
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E: hr@camrose.ca | W: www.camrosepoliceservice.ca