

COURT LIAISON OFFICER

The City of Campbell River is searching for an experienced **Court Liaison Officer** to join our Police Services Team in this permanent part-time position.

Naturally, Campbell River – Located on Vancouver Island, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. We are a 45-minute drive from the winter and summer activities of Mount Washington, and just minutes from more than 100 km of all levels of mountain biking and hiking trails, plus easy access to the ocean, rivers and lakes for sports fishing, kayaking, paddle boarding and whale watching.

The role: The Court Liaison Officer reports administratively to the RCMP Municipal Manager and operationally to the Officer in Charge and is responsible for liaising with Crown Counsel, Adult and Youth Corrections, and the court registry on behalf of the RCMP during the criminal case management process. The Court Liaison receives and submits all court documents as per the Justice Information system (JUSTIN) and/or Crown Counsel requirements and re-routes files that do not meet established requirements for corrections or the inclusion of additional information where necessary. This position utilizes a variety of confidential RCMP applications (e.g. PRIME, CPIC). Working cooperatively and collaboratively, the incumbent is expected to participate as a member of the records services team and provide solutions to problems relating to records management, workflow, and any other matters that may arise.

What we offer: The rate of pay for this permanent part-time, CUPE bargaining unit position is **\$40.27** per hour, based on a 20-hour work week. We offer a **comprehensive benefits package**, which includes paid vacation, extended health and dental coverage, life insurance, and short-term disability coverage.

Our ideal candidate will have:

- High school graduation or equivalent.
- Certificate or Diploma in Applied Police Sciences **OR** an assessable equivalent in education, training and police field operations experience.
- Courses in leadership/teambuilding and conflict resolution from a recognized educational institute.
- PRIME and JUSTIN training.
- Possess and maintain a valid BC Class 5 driver's license as per City policy.
- Minimum 5 years, within the last 10 years of operational experience in police field investigation work and in court procedures.
- Minimum 1 year working with PRIME workflow, or workflow with equivalent police records information management environment (i.e. PROS), identifying deficiencies and providing solutions within records management.
- Proven experience in a team leader role utilizing teambuilding, conflict resolution, and problem-solving practices and principles.
- Experience with JUSTIN.

Posting closing date: July 23, 2025

Please apply using the 'Apply Now' link below.

Please Note: We will be contacting applicants who meet our requirements as applications are received, and this posting may be closed without advanced notice.

When you apply: You will be asked to upload a cover letter and resume as part of the application process. You may also be asked to answer some screening questions related to the position.

Questions about this position? Email careers@campbellriver.ca



[Apply Now](#)