

Township of Langley

Job Title:	Records Management System Specialist
Competition Number:	25-U091
Employment Type:	Regular Full-Time
Pay Rate:	\$34.63 - \$40.74 per hour (2024 rates) plus benefits
Hours of Work:	40 hours per week; Non-standard hours and non-standard work week (See job posting below for shift patterns)
Competition Opening Date:	July 10, 2025
Competition Internal Closing Date:	July 18, 2025
Competition External Closing Date:	July 24, 2025

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Records Management System Specialist** to join our team of professionals in the RCMP Division, Police Services Department. Reporting to the Manager, Police Services, in this unionized position you will perform a variety of complex clerical tasks requiring considerable knowledge of applicable departmental functions, procedures and policies. The Records Management System Specialist supports the maintenance and operation of the electronic records management system, ensuring compliance with technical standards.

Responsibilities

- Assist in developing and implementing revisions to procedures, workflow, business and routing rules and recommend enhancements and modifications
- Provide advice and assistance on the functions and applications of the records management system
- Prepare lesson plans, update training manuals and train staff
- Compile and analyze statistical data, prepare reports for senior staff and present statistical details as required
- Prepare, process and maintain a variety of files
- Perform related work as required

Qualifications

- Completion of Grade 12 supplemented by computer and police records management system courses related to the work, plus considerable related experience in a law enforcement environment, or an equivalent combination of training and experience
- Considerable knowledge of the electronic police services records management system and software applications
- Sound knowledge of police crime investigation activities and procedures as related to the work
- Ability to review data entries and ensure all required information is recorded and accurate
- Ability to participate in development, testing and implementation of the records management system
- Ability to establish and maintain effective communications with internal/external contacts

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

The hours of work are 40 hours per week with the following work pattern options:

Position #1 Shift Pattern:

Monday to Thursday **or** Tuesday to Friday 6:00am – 5:00pm (4 days per week): Non-standard hours and/or non-standard work week.

or

Position #2 Shift Pattern:

Monday to Friday 8:00am – 5:00pm (5 days per week); Non-standard hours and/or non-standard work week.

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full privilege) Driver's License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License or Driver Factor Report **will not** be accepted.

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit 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.

