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Records Lead - RCMP

Posted 11-Sep-2025 (PST) | RCMP | \$ 41.63-46.24 per hour | Hourly | Full-time Permanent | CUPE | Attractive benefits, vacation and pension package

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Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership and the delivery of effective and community-focused services.

The City of Penticton is looking to fill the position of **Records Lead** at our RCMP Detachment. The mission of the Penticton RCMP is to serve and protect the community and work in partnership with the community to deliver a responsive and progressive police service. The RCMP promotes respect for rights and freedoms, the law and democratic traditions, and treats all people equally and with respect in accordance with the RCMP's core values.

Reporting to the Records Supervisor, the **Records Lead** provides supervision and oversight to the Records Administration Clerk, CPIC Coordinator and Court Liaison officer within the RCMP Records Unit. In addition to training and creating workflow practices, the Records Lead assists in these positions on an ad hoc basis.

Key Responsibilities:

- Develops business processes in records management functions.
- Monitors business practices, workflows and unit supplements.
- Provides oversight, training and guidance to the Court Liaison (CLO), CPIC Coordinator and Records Administration Clerk.
- Responsible for quality assurance of accurate Uniform Crime Reporting (UCR) and reporting compliance.
- Designated detachment PRIME Coordinator, while managing the integrity of the PRIME system, personnel rights, access to PRIME functions and is an essential resource to all detachment staff in the execution of their duties.
- Serves as the detachment Intellibook Coordinator (booking and arrest system) and is the detachment expert, providing members training and operating procedures in fingerprinting requirements and standards.
- Assists Municipal Manager with file management and quality assurance ensuring UCR, Exhibits, Court, CPIC and Prime policy requirements are met.
- Maintain the OCR system and dashboard, report statistics when required, create OCR operating processes, and monitor the dashboard for public feedback and action any comments requiring follow-up.
- Provide advice and training to Officers with PRIME, Court processes, UCR, Intellibook and file management.

Required Knowledge, Abilities & Skills:

- Knowledge and practical experience in Uniform Crime Reporting (UCR), Canadian Centre for Justice Statistics (CCJS), and RCMP and provincial databases.
- Strong written and verbal communication skills.
- Ability to provide conflict resolution and leadership to direct reports.
- Well-developed research, analytical and problem-solving skills.
- File management and comprehensive computer skills.
- Valid Class 5 Drivers Licence.
- Ability to obtain and maintain RCMP Enhanced Security Clearance.

Education, Training & Experience:

- Completion of Grade 12, with at least 7 years experience in a policing environment plus supervisory experience.
- Extensive knowledge in research and interpreting RCMP policy.
- PRIME RMS Course, CPIC Operator, and UCR Training.
- Provincial Special Constable.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBT2QIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

So, if your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **September 29, 2025.**

Position type: Full-time Permanent (35 hours per week)
Wage: \$41.63 - \$46.24 per hour (Pay Grade 13, CUPE)
Benefits: Attractive benefits, vacation and pension package