

Township of Langley

Job Title:	CPIC Operator - Clerk
Competition Number:	25-U127
Employment Type:	Regular Full-Time
Pay Rate:	\$29.48 - \$34.63 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:	September 18, 2025
Competition Internal Closing Date:	September 26, 2025
Competition External Closing Date:	October 1, 2025

Job Overview

The Township of Langley is currently recruiting for a regular full-time **CPIC Operator - Clerk** to join our team of professionals in the RCMP Division, Police Services Department. Reporting to the Records Coordinator, in this unionized position you will process operational and clerical assignments with speed and accuracy. This position will appeal to applicants who are detail-oriented, organized and have the ability to exercise independent judgement and action.

Responsibilities

- Operate a CPIC computer terminal through the Police Records Information Management Environment (PRIME)
- Receive, decode and relay incoming information and data to appropriate recipients
- Monitor CPIC record transactions/entries and ensure accuracy, completeness and validity of CPIC files/records
- Prepare, maintain and validate a variety of files and records and amend and update CPIC manuals accordingly
- Contact various agencies and Motor Vehicle branches for additional information as required
- Perform related work as required

Qualifications

- Completion of Grade 12, supplemented by word-processing, commercial, PRIME and CPIC terminal operator's courses, plus some clerical typing experience, preferably in the police environment or an equivalent combination of training and experience
- Sound knowledge of the methods, practices and procedures used in operating CPIC computer terminal equipment and the PRIME system
- Sound knowledge of the rules, regulations and policies as it relates to police services
- Ability to communicate effectively with detachment staff, internal and external agencies

Enhanced reliability status is required. (Note - 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.