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Court Liaison - RCMP

Posted 12-Nov-2025 (PST) | RCMP | \$ 36.20-40.23 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 full-time permanent (35 hours a week) position of **Court Liaison** in 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 promote respect for rights and freedoms, the law and democratic traditions, and treat all people equally and with respect in accordance with the RCMP's core values.

Reporting to the RCMP Records Supervisor, the **Court Liaison** completes reports to Crown Counsel and Court Disposition.

Key Responsibilities:

- RTCC JUSTIN uploads.
- Daily Court Disposition Reports.
- Court Disposition.
- Secure File Transfer uploads.
- Provincial and Federal Crown Communication Liaison.
- Completes information swearing before Justice of the Peace.
- Subpoena Management, internal and external.
- Law Enforcement Notification Service.

Required Knowledge, Abilities & Skills:

- Strong interpersonal and public relations skills
- Highly developed and demonstrated ability to communicate effectively both orally and in writing.
- The ability to establish and maintain effective working relationships with members, fellow employees, other agencies and the general public.
- Necessary knowledge of investigational procedures and evidentiary requirements to prove a charge and of the criminal justice system and court procedures.
- Necessary knowledge of computer applications and of RCMP national data systems, including but not limited to PRIME, UCR, CPIC, CJIM and the JUSTIN court system.
- Necessary knowledge of police operation policies and procedures; Criminal Code of Canada, applicable Federal and Provincial statutes and of Municipal by-laws.
- Strong comprehension of Electronic Information Management policy.
- Proficient in navigating PRIME, JUSTIN, CJIM and SFTS systems.

Education, Training and Experience:

- Completion of Grade 12 supplemented by RCMP operational courses, 10 years' police experience and a minimum of 5 years of operational experience in police investigation work and in court procedures.
- An equivalent combination of education and field experience may be considered
- Valid Class 5 BC Driver's Licence with safe driving record.
- Have and maintain relevant level of R.C.M.P. Security Clearance.
- Must have the ability to be designated a Special Constable status under the British Columbia Police Act.

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.

If you are seeking a challenging opportunity and possess the above mentioned qualifications, we would love to hear from you! We welcome your cover letter and resume by **November 27, 2025**.

If no applications are received from fully qualified candidates, a candidate possessing some of the qualifications may be considered for a development opportunity position. The wage rate for a development opportunity may vary from the posted rate.

Position type: Full-time Permanent (35 hours per week)
Wage: \$36.20 - \$40.23 per hour (Pay Grade 9, CUPE)
Benefits: Attractive benefits, vacation and pension package
Competition #: 25-129

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Last Name*

How can we contact you?

Email*

Phone Number*

Cell

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