

Township of Langley

Job Title:	Records Clerk
Competition Number:	25-U155
Employment Type:	Regular Full-Time
Pay Rate:	\$29.48 - \$34.63 per hour (five steps, 2024 rates), plus benefits
Hours of Work:	40 hours per week; See below for shift patterns options; Non-standard and/or non-standard work weeks
Competition Opening Date:	November 20, 2025
Competition Internal Closing Date:	November 28, 2025
Competition External Closing Date:	December 5, 2025

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Records Clerk** to join our team of professionals in the RCMP Division, Police Services Department. Reporting to the Records Coordinator - RCMP, in this unionized position you will perform a variety of specialized tasks, including verification and maintenance of information processed in the records management system. This position will appeal to applicants who are detail-oriented and have experience in a police records information management environment.

Responsibilities

- Review new occurrence files in PRIME to determine the circumstance, nature of occurrence and the appropriate processing method
- Review files entered in CPIC for adherence to operational reporting system rules/regulations and refer files to CPIC Operators for further follow-up as required
- Determine and verify the offences that are reportable to Statistics Canada
- Verify codes entered by other detachment staff for validity and completeness in accordance with the rules and regulations
- Add or modify UCR scores as required
- Process concluded files
- Perform related work as required

Qualifications

- Completion of Grade 12 supplemented by commercial courses, OSR/UCR scoring, PRIME computer terminal operator's courses, plus sound related experience preferably in the police department, or an equivalent combination of training and experience
- Sound knowledge of the rules, regulations, policies and procedures related to police services
- Ability to review file documents for completeness and advise when a file is deficient
- Ability to read occurrence files to determine circumstances surrounding the nature of occurrence, determine offences reportable to Statistics Canada, assign and record UCR/URS codes according to prescribed rules
- Ability to operate PRIME and RMS programs and audit CPIC entries

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

There are two available shift options:

Option 1: 4 days per week; Monday to Thursday or Tuesday to Friday, 6:00am – 5:00pm
or

Option 2: 5 days per week; Monday to Friday, 8:00am – 5:00pm

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.

