



New Westminster Police Department

JOB POSTING Court Liaison Officer Temporary Full-Time

We are looking for an individual with excellent time management and communication skills who enjoys working with the details.

The NWPD is a mid-sized police department with over 200 employees. We are committed to having a professional and supportive workplace promoting employee equity, wellness, and fulfillment. We are a hard-working and welcoming team focused on doing great work and serving our community.

What your key role will be

As the Court Liaison Officer, you will work as part of the team, engaged in reviewing police files, submitting reports to Crown Counsel, and monitoring charged persons as they move through the criminal justice system. You will have a Supervisor available who will provide guidance, support and work alongside you when needed. In addition to this, your role includes, but is not limited to:

Court Services Support: You'll process charged persons through the criminal justice system, review investigative reports to Crown Counsel, swear informations, as well as ensure information included in court files is accurate and complete and that the files are processed in a timely manner.

Attention to Detail: You'll be happiest when working with the details that support the bigger picture while also taking great pride in rolling up your sleeves to get even the smallest of tasks done. Including the ability to read and assess reports for clarity and completeness in order to ensure that all proper investigative and evidentiary requirements are met.

Communication: You'll have excellent communication and active listening skills as well as the ability to convey information clearly and simply while ensuring you understand directions and information.

Confidentiality: You'll navigate your role while exercising considerable confidentiality, tact, and diplomacy. You'll have a keen sense and awareness of the rules and procedures with respect to the handling of confidential information.

Decision Making: You'll have strong decision-making skills that allow you to make confident assessments of policies and procedures and apply them accordingly to police files.

Team Player: You'll genuinely enjoy engaging with your teammates to get the work done. You believe in the importance of building and maintaining strong working relationships. You'll have a willingness to partner with and work alongside the police, as well as personnel from all law courts and other jurisdictional agencies.

Time Management: You'll manage your time and resources to ensure work is completed efficiently and with minimal supervision.

What you bring to this role

You will have experience and success *in many* of the following areas:



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- You have completed Grade 12
- You have experience as a Court Liaison Officer, or a similar type of work in a related role
- You have top-notch data management and organizational skills
- You are motivated, compassionate, and empathetic with a genuine desire to help others
- You support and promote a diverse, inclusive, and healthy workplace
- You have considerable knowledge of the criminal justice system and court procedures
- You have sound knowledge of the methods and procedures used in the operation of police databases, such as CAD, the Canadian Police Information Centre (CPIC), Police Records Information Management (PRIME), RMS, Justice Information Systems (JUSTIN), CORNET, and other related databases
- You have understanding and knowledge of the law, including the Criminal Code of Canada, the Motor Vehicle Act and other appropriate bylaws and regulations; as well as knowledge of other agencies or services available
- You have the ability to demonstrate tact, discretion and professionalism in the handling of sensitive and/or confidential information
- You pass and maintain a security clearance, including a background check and polygraph

What we can offer you

- An exciting and challenging career
- Competitive salary and municipal pension plan
- Option of a hybrid work schedule
- Vacation and optional earned time off program to foster a flexible work-life balance
- Learning and development reimbursement
- Comprehensive extended health and dental benefits, group life insurance, employee and family assistance program, sick leave plan, and maternity leave top up to 6 weeks at 95%
- Access to an onsite fitness facility, free staff parking, and transit subsidy
- Supportive leaders and co-workers who care about you and your family's health and wellness
- Centrally located in the Lower Mainland of British Columbia
- One block away from Columbia Skytrain Station
- A work environment giving you the ability to connect one-on-one with our staff, including police officers, civilian members, and the senior leadership team

What we'll accomplish together

As a civilian member, working within a police department is a career like no other. It brings excitement, variety, and a challenge. The person you are, the work you will do, and the role you will play in this organization matters. You will become part of the NWPD family and join our group of diverse and talented people who truly want to make a difference.

If you are excited and curious to learn more about this opportunity, please apply – we would love to hear from you!

Job Title: Court Liaison Officer

Employment Status: Temporary Full-Time up to 18 months

Keeping New Westminster Safe and Secure
www.nwpolice.org



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Application Deadline: Wednesday, January 28, 2026, at 8:00 a.m.

Number of Positions: One

Union: CUPE Local 387

Department: Court Services Section, NWPD

Salary: \$71,479 to \$84,134 per year plus benefits (2024 rates)

Hours of Work: This position works five consecutive 7-hour days, including weekend shifts.

Monday to Friday shifts are 0600 – 1400 hours; Saturday and Sunday shifts are 0500 – 1300 hours.

There may be the opportunity to participate in a compressed day off (CDO) program. Consideration may be given for hybrid shifts once training and the probation period are successfully completed.

Career Centre: <https://nwpd.bamboohr.com/careers>

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on. We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those with Canadian Citizenship or Permanent Residency in Canada.