

Township of Langley

Job Title:	Court Liaison/Reader
Competition Number:	26-U016
Employment Type:	Regular Full-Time
Pay Rate:	\$42.45 - \$50.13 per hour (five steps, 2024 rates), plus benefits
Hours of Work:	40 hours per week; Monday to Friday, eight (8) consecutive hours between the hours of 6:30am – 5:00pm; Non-standard hours and/or non-standard work weeks
Competition Opening Date:	January 28, 2026
Competition Internal Closing Date:	February 5, 2026
Competition External Closing Date:	February 10, 2026

The Township of Langley is currently recruiting for a regular full-time **Court Liaison/Reader** to join our team of professionals in the RCMP Division, Police Services Department. Reporting to the Manager, Police Services, in this unionized position you will perform specialized technical work, ensuring the accuracy of prosecution reports and ensuring that all information is processed for court files. This position requires considerable judgement and action within departmental regulations, policies and procedures within applicable laws and legal practices.

Responsibilities:

- Liaise with internal/external contacts including Federal and Provincial Crown Counsel, the Federal Justice and Attorney General Departments, Court Registry, other court related agencies and police detachments on matters related to the criminal case management process
- Read and assess prosecution reports and occurrence files for clarity, completeness and evidentiary compliance
- Monitor report deadlines to ensure completion and approve/forward reports to Crown Counsel within applicable time frames
- Provide direction to members in proper usage and completion of forms for case documentation and inform internal contacts of pertinent case law and policy directives
- Perform related work as required

Qualifications:

- Completion of Grade 12, as well as considerable related experience in a police environment or an equivalent combination of training and experience
- Thorough knowledge of law enforcement practices of the R.C.M.P. and of the departmental rules, regulations, policies and procedures applicable to the work as well as thorough knowledge of the Criminal Code of Canada and applicable Federal and Provincial statutes and Municipal bylaw
- Considerable knowledge of the criminal justice system and court procedures.
- Thorough knowledge of investigational procedures and evidentiary requirements to prove a charge
- Ability to read and assess reports and occurrence files for clarity and completeness and provide direction to internal contacts regarding proper documentation, pertinent case law interpretation and policy directives
- Ability to ensure that investigating officers respond promptly to requests from Crown Counsel for information
- Ability to establish and maintain effective working relationships with internal/external contacts and communicate tactfully and effectively verbally and in writing
- Ability to prepare, maintain, process and update records, reports and statistics

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

In order to be considered for this position, candidates must have the following valid and current certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application. **Applications without the attached required documents below will be deemed incomplete and will not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply:**

- BC Class 5 (full-privilege) Driver's License or equivalent driver's license for where you reside. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver Factor Report **will not** be accepted

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.