

# COURT LIAISON 1

**Regular Full-Time**  
**Police Support Services / Administrative Services**

## **Showcase Your Attention to Detail Administering RCMP judicial proceedings!**

### **About our community:**

Boasting a high quality of life and standard of living, Prince George has all the amenities of a large city mixed with the friendliness and appeal of a smaller community. It is a regional centre for close to 326,000 people for shopping, education, health care, the arts, and sports. Prince George's central location in the province offers work/life balance with unparalleled access to four-season outdoor recreation activities that are complemented by a full range of urban amenities and a comprehensive transportation infrastructure that connects residents, businesses, resources, and agricultural products to markets around the world. And it is only a short drive to almost anywhere in Prince George – spend less time commuting and more time doing what matters most to you! Discover all these opportunities and more!

### **About our organization:**

The City of Prince George is committed to ensuring a positive, well-balanced work environment for its employees. With opportunities for employee training, wellness programs, and professional development, the City of Prince George offers a safe and supportive workplace in which to serve our community.

### **About the opportunity:**

In this detail-oriented role, you will oversee the administration of judicial proceedings for the detachment, ensuring quality control of all court files. You will coordinate and send all court documents to Crown Counsel and collaborate with provincial and federal Crown representatives to ensure that documentation requirements are met. Additionally, you will be responsible for identifying training needs and providing training related to court matters and procedures for other municipal employees and RCMP members.

### **About your background:**

The ideal candidate will have a minimum of five (5) years of experience as an operational police officer, specifically working with police investigative procedures, the court system, and the Criminal Code of Canada as it pertains to investigative practices. Alternatively, candidates may have at least five (5) years of direct experience coordinating criminal court documents for Crown Counsel. A diploma in Criminology, Business, or a related field is preferred. The successful candidate will be an excellent communicator who enjoys working in a team environment and addressing customer needs. You will thrive in a fast-paced work setting and possess strong time management and organizational skills to effectively handle a demanding workload. **We will consider candidates who may not meet the education requirements, provided they meet the experience requirements. As a condition of employment, you must be able to obtain and maintain a clear RCMP Reliability Status. A valid, full-privilege Class 5 BC driver's license is also a requirement.**

### **Why You Will Love Working for our Police Support Services team at the City of Prince George:**

- Work with a specialized team of Police Support professionals dedicated to providing exceptional service.
- Enjoy a competitive wage of \$44.50 - \$45.59 per hour plus a comprehensive benefits and pension package.

**If you are interested in joining our team, please apply by May 19, 2026 to:**

<http://princegeorgejobs.prevueaps.ca/jobs/>

### **Want to know more about this exciting career?**

Please refer to the job description on our website for more details!

### **Want to know more about living and working in Prince George?**

Please visit: [Move Up Prince George / City of Prince George](#)

The City of Prince George thanks all those who apply, however only those selected for an interview will be contacted.