

Records & PRIME, Analyst (Exempt)

Job Requisition	JR-2026-201 Records & PRIME, Analyst (Exempt) (Open)
Job Family	Exempt
Start Date	2026-08-06
End Date	2026-09-04
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Detachment-Building/Records---PRIME--Analyst--Exempt-JR-2026-201
Description	Application Closing Date:

Sept 4, 2026

Note: Posting comes off at 12:00am on the closing date, with the competition closing at 11:59pm the day prior.

Salary Range:

\$81,131.22 - \$95,448.50

Reporting to the Manager Records and PRIME - RCMP, the Coordinator, Records and PRIME provides technical administration, user support and quality assurance for the Department's use of the Police Records Information Management Environment (PRIME) operating system including implementation, ongoing maintenance and user support. This includes coordinating and maintenance of the Vernon/North Okanagan RCMP Detachment's workflow, supporting business processes improvements, and assisting with the implementation of detachment level PRIME policies and procedures.

Duties Included:

- Provides operational administration and technical support for the Detachment's use of PRIME Records Management System (RMS) and related systems including creating and maintaining user accounts, coordinating system configuration changes and updates, and identifying, and troubleshooting technical issues at the detachment level.
- Coordinate updates to PRIME workflows and recommends changes to business rules and administers role based PRIME access for detachment users.
- Participates in testing, scheduling and implementation activities associated with PRIME system changes and upgrades; support go-live dates, including training and support plans; reports operational impact identified during testing.
- Participates in PRIME committees and working groups as the Detachment's technical resource to support system changes, testing and implementation.
- Maintains quality assurance of the PRIME Records Management System (RMS) including the PRIME Master Name Index (MNI).
- Reviews and maintains files relating to Private/Invisible records for legislative, operational, or investigative security while maintaining a high level of confidentiality and security of information.
- Reviews PRIME operational police files for accuracy and completeness to ensure compliance with RCMP policy and Federal, Provincial and Municipal legislation.
- Reviews and analyzes the Canadian Centre for Justice Statistics (CCJS) Reports and provides the corresponding Uniform Crime Reporting (UCR) training, advice and guidance.
- Performs regular internal audits of the PRIME RMS to ensure a high level of quality control.
- Retrieves, compiles and analyzes statistical data and prepares a variety of reports and correspondence.
- Research and respond to enquiries from personnel, RCMP Units and other police agencies regarding PRIME.
- Reports significant file deficiencies to the Manager Records and PRIME and the RCMP Operations Officer.

- Develops and maintains the detachment mapping system.
- Provides training, advice, guidance and technical support to personnel relating to PRIME RMS, Mobile Data Terminal (MDT) and Mobile Report Environment (MRE) procedures.
- Other related duties as required.
- All persons employed by the City of Vernon will be required to assist the city in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- PRIME Records Management System, PRIME Master Name Index, PRIME Court Liaison and PRIME Exhibit Custodian training courses.
- Minimum 5 years recent experience working in a police records management environment that includes training, coaching and court proceedings.
- A combination of education and experience may be considered.

Required Knowledge, Skills And Abilities:

- PRIME subject matter expert with extensive experience researching, interpreting and applying RCMP and PRIME BC policies.
- Demonstrated ability and extensive experience using, administering, and troubleshooting RCMP information systems and applications, including but not limited to Microsoft Office 365, PRIME RMS, Mobile Report Environment (MRE), Mobile Data Terminal (MDT), Justice Information System (JUSTIN), and the Canadian Police Information Centre (CPIC).
- Well-developed research, analytical, and problem-solving skills.
- Knowledge of court procedures, legal and release documents and reports to crown counsel.
- Demonstrated communication skills including the ability to prepare and deliver presentations.
- Exceptional time management, organization and project management skills.
- Experience working with electronic maps.
- Obtain and maintain an RCMP Enhanced Reliability Security Clearance.

Preferred Education and Experience:

- Technical knowledge of PRIME to complete maintenance, configuration, installation and troubleshooting practices and procedures.

To Apply:

Please submit your resume, quoting the appropriate competition online at [vernon.ca/careers](https://www.vernon.ca/careers) by selecting "apply" and creating a candidate profile. Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

Worker Sub-Type	Permanent
Location	Detachment Building
Time Type	Full time
Locations	
Supervisory Organization	Records & Prime - RCMP