

Township of Langley

Job Title:	CPIC Operator-Clerk
Competition Number:	26-U086
Employment Type:	Temporary Full-Time (approximately September 28, 2026 to February 25, 2028)
Pay Rate:	\$29.48 - \$34.63 per hour (five steps, 2024 rates), plus 13.5% in lieu of benefits
Hours of Work:	35 hours per week; Monday to Friday, 8:00am – 4:00pm
Competition Opening Date:	August 13, 2026
Competition Internal Closing Date:	August 21, 2026
Competition External Closing Date:	August 26, 2026

The Township of Langley is currently recruiting for a temporary full-time **CPIC Operator - Clerk** (approximately September 28, 2026 to February 25, 2028) 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 process operational and clerical assignments with speed and accuracy. This position requires the ability to exercise independent judgment and is well suited to individuals who are organized and detail-oriented.

Responsibilities:

- Operate a CPIC computer terminal through the Police Records Information Management Environment (PRIME)
- Receive, decode and relay incoming information and data to appropriate recipients
- Monitor CPIC record transactions/entries and ensure accuracy, completeness and validity of CPIC files/records
- Prepare, maintain and validate a variety of files and records and amend and update CPIC manuals accordingly
- Contact various agencies and Motor Vehicle branches for additional information as required
- Perform related work as required

Qualifications:

- Completion of Grade 12, supplemented by word-processing, commercial, PRIME and CPIC terminal operator's courses, plus some clerical typing experience, preferably in a police environment, or an equivalent combination of training and experience
- Sound knowledge of the methods, practices and procedures used in operating CPIC computer terminal equipment and the PRIME system
- Sound knowledge of the rules, regulations and policies as it relates to police services
- Ability to communicate effectively with detachment staff, internal and external agencies

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

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We appreciate all applications; however, only short-listed candidates will be contacted for an interview.

