CPIC Operator & Records Reviewer (Regular)

Job Requisition	JR-2026-231 CPIC Operator & Records Reviewer (Regular) (Open)
Job Family	CUPE
Start Date	2026-11-09
End Date	2026-11-24
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Detachment-Building/CPIC-Operator---Records-Reviewer--Regular-_JR-2026-231

Description

Internal Closing Date:

Nov 18, 2026

External Closing Date:

Nov 24, 2026

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

Hourly Rate:

37.87

Minimum Weekly Hours:

35

Reporting to the Manager, Records and PRIME - RCMP, this position is responsible for the data entry and maintenance in the Canadian Police Information Centre (CPIC) computer application. In addition, the incumbent is responsible for file creation, maintenance and quality assurance of the RCMP Police Records Information Management Environment (PRIME) operational data.

Duties Include:

- Performs all categories of data entry into the CPIC data base in a timely and accurate manner.
- Reviews RCMP PRIME operational files and the British Columbia Justice Information System (JUSTIN) to confirm and extract information required for CPIC entries and maintenance ensuring data is valid and accurate.
- Reviews and performs maintenance of PRIME operational files for accuracy and compliance with Canadian Centre for Justice Statistics (CCJS) and Uniform Crime Reporting (UCR) guidelines and legislation.
- Creates electronic and hardcopy operational files in accordance with PRIME policy and maintains weekly police information reports.
- Monitors CPIC vmail queue and disseminates and responds as required.
- Monitors CPIC transactions and performs CPIC maintenance as required.
- Performs PRIME and CPIC quality assurance reviews and actions monthly CPIC purge and validation lists.
- Responds to CPIC and Records information queries from various internal and external agencies and prepares and distributes information in compliance with policy and legislation.
- Answers incoming telephone calls and directs as appropriate.
- Performs other related duties as assigned.
- 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:

- Post-secondary certificate in Office Administration, Legal Secretary or equivalent education.
- Minimum one-year recent experience in police records management, including file review and CPIC maintenance.
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Demonstrated knowledge and understanding of the police records and reporting system(s).
- Knowledge of the criminal justice procedures and the Criminal Code of Canada, and federal, provincial, and municipal acts such as the Youth Criminal Justice Act.
- Knowledge of CPIC policy and maintenance regulations.
- Knowledge of federal, provincial, municipal legislation and statutes in relation to police reporting such as the Statistics Act.
- Ability to use police records management computer applications such as PRIME, CPIC and Justice Information System (JUSTIN).
- Ability to work with limited supervision.
- Ability to communicate effectively orally and in writing with team members, police officers, and internal and external agencies.
- Ability to successfully complete the CPIC Operators course.
- Ability to obtain and maintain a Police Information Check.
- Ability to obtain and maintain a RCMP Enhanced Reliability Status security clearance.

To Apply:
Please submit your resume, quoting the appropriate competition online at vernon.ca/careers by selecting “apply” and creating a candidate profile.

- Internal applicants are asked to apply using their worker profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. Please note that we are unable to accept phone calls regarding application status.

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