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**Position Vacancy: Assistant – Electronic File Disclosure**

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<b>DEPARTMENT:</b>	<b>Police</b>	<b>STATUS:</b>	<b>Fulltime</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>40 hours per week</b>	<b>SALARY:</b>	<b>\$56,770-\$66,809 annually</b>

The New Westminister Police Department is seeking a qualified individual to fulfill the full-time role of Assistant – Electronic File Disclosure. Reporting to the Staff Sergeant of the Criminal Investigations Section, the successful incumbent will be required to assemble, organize and consolidate electronic disclosure packages pertaining to criminal investigations for submission to Crown Counsel; ensure that formatting is comprehensible and in compliance with established protocols; and liaise with and provide assistance to file coordinators and investigative teams in the development and review of file information throughout the investigative and court cycle. Specific duties include: assembling, organizing and consolidating electronic disclosure packages, including physical documents, photos, audio and video records, spreadsheets, maps and diagrams; ensuring that all disclosable material is organized, comprehensible and compliant with protocols; liaising with internal staff through the investigative and court cycle; reviewing case documentation to identify outstanding, incomplete or inconsistent information and assisting with information vetting; attending relevant investigational briefings; updating and maintaining processes for document scanning, data entry, organization and retrieval; converts digital, audio and video files to acceptable formats; and performing other related duties as required.

**Requirements include:**

- Completion of Grade 12 (or equivalent), supplemented by post-secondary courses in Criminology or other fields related to the work, plus considerable working knowledge of the requirements of the major case management system OR an equivalent combination of training and experience acceptable to the employer will be considered.
- Previous police related experience and familiarity with police business rules related to major case disclosure is preferred.
- Considerable knowledge of the rules, regulations, policies and procedures applicable to the assembly, organization and consolidation of electronic disclosure packages pertaining to criminal investigations.
- Sound knowledge of the software and databases used in the work, such as, but not limited to CPIC, PIRS, OSR, PRIME and JUSTIN.
- Sound knowledge and experience in using standard office software, such as Microsoft Outlook, Word and Adobe Acrobat, as well as equipment related to the work.
- Sound knowledge of the methods, practices and procedures used in the work.
- Sound knowledge of English grammar and spelling and of police terminology used in the work.
- Ability to demonstrate tact, discretion and professionalism in the handling of sensitive and/or confidential information.
- Ability to effectively organize and assemble electronic disclosure packages in a comprehensible format while ensuring that disclosure packages are in compliance with established protocols.
- Ability to provide assistance in the review of case documentation and to identify incomplete or inaccurate information.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to communicate effectively, both orally and in writing.
- Ability to update and maintain clerical processes related to the work.
- Ability to complete tasks within deadlines and with minimal supervision.
- The successful candidate is required to successfully pass and maintain a security background check.

Apply by sending your resume quoting **competition #14-88, by September 26, 2014**, to the Human Resources Department, City of New Westminister, 511 Royal Avenue, New Westminister, BC, V3L 1H9, Fax: (604) 527-4619 or e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca).

*We thank all applicants in advance; however, only those selected for an interview will be contacted.  
The City of New Westminister is committed to employment equity.  
We welcome diversity and encourage applications from all qualified individuals.*