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## Position Vacancy: CPIC Operator

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*Great City, Great Work, Great Future!*

DEPARTMENT:	<b>Police Service</b>	STATUS:	<b>Full Time</b>
NO. OF POSITIONS:	<b>One</b>	SALARY:	<b>\$42,295 to \$49,673 annually (effective January 1: \$43,136 to \$50,660 annually)</b>
HOURS OF WORK:	<b>35 hours/week*</b>	UNION:	<b>CUPE, Local 387</b>

The New Westminister Police Department is seeking an experienced individual to monitor CPIC record transactions and entries, ensure the completeness, currency and validity of CPIC files and records, as well as perform related police clerical duties. On occasion, this position may be required to perform transcription duties.

### REQUIREMENTS:

- Grade 12 supplemented by courses in office procedures, word processing, PRIME and CPIC courses plus some clerical/typing experience, preferably in a Police Department; or an equivalent combination of training and experience.
- Sound knowledge of the methods, practices and procedures used in operating CPIC and PRIME.
- Sound knowledge of related rules, regulations and policies.
- Sound knowledge of clerical and record-keeping methods and procedures and of business English, spelling, punctuation and arithmetic.
- Ability to perform clerical work under general supervision.
- Ability to deal effectively with department staff and outside agencies, and provide routine information and assistance to same; and to employ contemporary service excellence principles.
- Ability to transcribe dictation of a technical or complex nature from a variety of electronic sources with a high degree of accuracy and speed.
- Ability to memorize applicable system codes and procedures.
- Ability to effectively use PC industry standard applications/software and to operate common office equipment.
- Typing proficiency of 65 wpm minimum.
- The successful candidate must be able to pass and maintain a background security clearance.

*\* The successful candidate must be able to work a non-standard work schedule, Monday to Friday, with shifts between the hours of 08:00 – 24:00.*

Apply by sending your resume to the Human Resources Department, **competition #14-108, by December 19, 2014** 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.*