

Position Vacancy: File Quality Reviewer

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DEPARTMENT:	Police Department	STATUS:	Auxiliary (1 year Maternity Leave)
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week*	SALARY:	\$46,733 - \$54,933 plus 12% in lieu of all benefits

The New Westminister Police Department is in search of a qualified individual to assume the role of File Quality Reviewer on a one year term basis. Working with a highly skilled team in the Records section, the successful incumbent will verify and maintain information in Prime BC; process new occurrence files; review UCR scoring; verify CPIC entries; maintain dispositions; produce statistical reports; provide relief coverage at the switchboard and front counter; and perform other related clerical duties as required.

Requirements include:

- Completion of Grade 12 plus sound related experience, including or supplemented by business and computer courses; or an equivalent combination of training and experience.
- Completion of Prime BC computer terminal operator's courses is considered an asset.
- Working knowledge of JUSTIN is considered an asset.
- Considerable knowledge of the rules, regulations, policies and procedures applicable to maintenance of police occurrence files and records.
- Sound knowledge of the methods, practices and procedures used in operating Prime BC and of the UCR code system.
- Sound knowledge of clerical, record keeping methods, business English, spelling and arithmetic.
- Sound knowledge of the Criminal Code of Canada and other applicable Federal and Provincial statutes.
- Ability to ensure that departmental files and records are maintained in accordance with established rules, regulations, policies and procedures.
- Ability to review file documents to ensure that all information is recorded.
- Ability to operate Prime BC or similar systems and have general knowledge of CPIC entries.
- Ability to use applicable software, such as Microsoft Office Suite 2010, and to operate common office equipment.
- Ability to prepare, process and maintain a variety of files, records and reports and perform other related clerical work.
- Ability to maintain effective working relationships and to deal effectively and courteously with internal and external contacts.
- Ability to demonstrate tact, diplomacy and confidentiality.
- 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 of 5 days on, 3 days off, with shifts between the hours of 6:00 – 24:00.**

Apply by sending your resume quoting **competition #15-51, by July 6, 2015** 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.

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.*