



# New Westminster Police Department

## Court Liaison Officer (Court Services Clerk) Competition #21-P8

DEPARTMENT:	Information Management Section	STATUS:	Auxiliary
<b>NO. OF POSITIONS:</b>	Multiple	UNION:	CUPE, Local 387
HOURS OF WORK:	*Up to 35 hours per week. Shifts are scheduled based on operational needs	SALARY:	\$34.96 to \$41.16 per hour plus 12% in lieu of benefits and vacation

We are seeking a qualified individual to assume the role of Court Liaison Officer with the New Westminster Police Department on an auxiliary basis. Working within a team environment in the Information Management Section, the successful incumbent will be involved in the review and transmittal of prosecution reports to Crown Counsel and the efficient processing of persons through the criminal justice system. Responsibilities include processing investigative reports to Crown Counsel; monitoring and disposition of files as charged persons move through the criminal justice system; ensuring that all information included in court files is accurate and complete and that files are processed in a timely manner; swearing informations; and performing related work as required.

### REQUIREMENTS:

- Completion of Grade 12 plus considerable related experience in a police environment; or an equivalent combination of training and experience acceptable to the employer may be considered.
- Thorough knowledge of Police Service policies, procedures and protocols applicable to the work performed.
- Thorough knowledge of rules of evidence, including case precedents, the Criminal Code of Canada and applicable federal and provincial statutes and municipal bylaws as related to the work performed.
- Considerable knowledge of the criminal justice system and court procedures.
- Ability to establish and maintain effective working relationships with internal contacts and external agencies and be able to work in a team environment.
- Ability to communicate effectively and professionally to facilitate the criminal case management process.
- Ability to read and assess reports for clarity, completeness and accuracy in order to ensure that all proper investigative and evidentiary requirements are met.
- Ability to plan, organize and prioritize your work in a timely manner.
- Ability to demonstrate tact, discretion and professionalism in the handling of sensitive and/or confidential information.
- Ability to type a minimum of 45 words net per minute with 85% accuracy or higher.
- The successful candidate must be able to pass and maintain a background security clearance.
- Hold a valid BC Driver's License.

\*Once training has been completed, the successful applicant must be able to work a non-standard work schedule. This position works up to 7 hours shifts (exclusive of a one hour unpaid meal period), including weekends and statutory holidays.

In addition to your cover letter and resume please attach a separate Word or PDF document answering the following four questions: 1) What interests you in working at the NWPD. 2) Why do you want this position? 3) How does this position fit into your career plans? 4) What do you enjoy the most and the least about your current (or last) position?

Apply by sending the above mentioned documents quoting **competition #21-P8**, by **November 8<sup>th</sup>, 2021** to the New Westminster Police Department via email at [hr@nwpolice.org](mailto:hr@nwpolice.org).

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest. New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on. We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.*