



New Westminster Police Department

File Quality Reviewer Competition #21-P9

DEPARTMENT:	Information Management Section	STATUS:	Auxiliary
NO. OF POSITIONS:	2	UNION:	CUPE, Local 387
HOURS OF WORK:	Up to 35 hours per week* Shifts are scheduled based on operational needs	SALARY:	\$28.54 to \$33.54 per hour plus 12% in lieu of benefits and vacation

We are seeking a qualified individual to assume the role of File Quality Reviewer with the New Westminster Police Department on an auxiliary basis. Working within a team environment in the Information Management Section, the successful incumbent will review departmental files to ensure Uniform Crime Reporting (UCR) requirements and other information in the Police Records Information Management Environment (PRIME) is accurate; provide relief coverage at Reception; and perform other related clerical duties as required.

REQUIREMENTS:

- Completion of Grade 12 plus related experience; or an equivalent combination of training and experience acceptable to the employer may be considered.
- Sound knowledge of the methods, practices and procedures used in UCR, PRIME and CPIC.
- Sound knowledge of the Criminal Code of Canada and other applicable Federal and Provincial statutes considered an asset.
- Ability to review departmental files, ensure high quality output and maintain them in accordance with established rules, regulations, policies and procedures.
- Ability to problem solve and use appropriate judgment.
- Ability to effectively manage one's time and resources to ensure that work is completed efficiently and work with minimal supervision.
- Ability to develop and use collaborative relationships to facilitate the accomplishment of work goals.
- Willingness and ability to adapt to the dynamic needs of the position as well as Department.
- Ability to transition to changes in policy and procedure within the Department as well as outside agencies (i.e. Canadian Centre for Justice Statistics).
- Ability to type a minimum of 40 words net per minute with 75% accuracy or higher.
- The successful candidate must be able to pass and maintain a background security clearance.

*Candidates must be available to work weekdays, weekends, and holidays. Shifts can be up to 9.75 hours in length. This position requires a training period of approximately 2 months full-time and/or 3 months part-time. Candidates seeking part-time training must be available for a minimum of 2 business days each week, for the duration of the training.

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-P9**, by **November 8th, 2021** to the New Westminster Police Department via email at 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.*