



New Westminister Police Department

Position Vacancy: File Quality Reviewer

DEPARTMENT:	Information Management Section	STATUS:	Auxiliary
NO. OF POSITIONS:	Two	UNION:	CUPE, Local 387
HOURS OF WORK:	Up to 35 hours per week* Shifts are scheduled based on operational needs	SALARY:	\$27.43 to \$32.24 per hour plus 12% in lieu of benefits and vacation (2019 rates)

We are seeking two qualified individuals to assume the role of File Quality Reviewer with the New Westminister 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:

- 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).
- 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.
- Completion of Grade 12 plus related experience; or an equivalent combination of training and experience acceptable to the employer may be considered.
- Ability to use applicable software, such as Microsoft Office Suite 2010.
- 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.
- *This position works a non-standard schedule consisting of up to 4 weekdays on (dayshifts), followed by 3 days off. Dayshifts are 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 most about your current (or last) position? What do/did you enjoy the least?

Apply by sending your resume and cover letter quoting competition #20-P3, by **January 31, 2020** to the New Westminister Police Department via email at hr@nwpolice.org.

We thank all applicants in advance; however, only those selected for an interview will be contacted.

The New Westminister Police Department is committed to employment equity.

We welcome diversity and encourage applications from all qualified individuals