



# New Westminister Police Department

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## Position Vacancy: CPIC Operator

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DEPARTMENT:	Records Section, NWPD	STATUS:	Full-Time
NO. OF POSITIONS:	One	UNION:	CUPE Local 387
HOURS OF WORK:	35 hours/week*	SALARY:	\$50,093 to \$58,878 per year plus benefits (2019 rates)

The New Westminister Police Department is seeking a qualified and experienced individual to perform CPIC record transactions and entries, ensure the completeness, currency and validity of CPIC records, as well as perform related police clerical duties. It is anticipated that this position will also perform work related to police criminal record dispositions.

### REQUIREMENTS:

- Sound knowledge of the methods, practices and procedures used in operating: CPIC, PRIME-RMS, JUSTIN, ICBC Motor Vehicle Database, Intellibook Arrest & Booking System (I-Book) and Computerized Arrest & Booking System (CABS).
- Ability to communicate effectively, both orally and in writing.
- Sound knowledge of related rules, regulations and policies related to the work.
- Ability to effectively manage one's time and resources to ensure that work is completed efficiently and work with minimal supervision.
- Sound knowledge of clerical and record-keeping methods and procedures and of business English, spelling, punctuation and arithmetic.
- Demonstrated ability to perform work with a high degree of attention to detail, accuracy and confidentiality.
- Ability to develop and use collaborative relationships to facilitate the accomplishment of work goals, this includes working effectively with department staff and outside agencies to provide routine information and assistance.
- Ability to memorize applicable system codes and procedures.
- Grade 12 supplemented by courses in office procedures, word processing, PRIME and CPIC courses plus clerical/typing experience, preferably in a Police Department; or an equivalent combination of training and experience.
- 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.

***\* The successful candidate must be able to work a non-standard work schedule of Monday to Friday, with shifts alternating between 0800 – 1630 hours one week and 0930 – 1800 hours the following week.***

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 quoting **competition #20-P6**, by **February 17, 2020** to the New Westminister Police Department via email at [hr@nwpolice.org](mailto: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.*

Keeping New Westminister Safe and Secure  
[www.nwpolice.org](http://www.nwpolice.org)