



New Westminster Police Department

Position Vacancy: Assistant – Electronic File Disclosure

DEPARTMENT:	<i>Criminal Investigations Section</i>	STATUS:	<i>Full-Time</i>
NO. OF POSITIONS:	<i>One</i>	UNION:	<i>CUPE, Local 387</i>
HOURS OF WORK:	<i>40 hours per week*</i>	SALARY:	<i>\$60,840 to \$71,609 per year plus benefits (2018 rates)</i>

The New Westminster Police Department is seeking a qualified individual to fulfill the full-time role of Assistant – Electronic File Disclosure. Reporting to the Staff Sergeant of the Criminal Investigations Section, the successful incumbent will be required to assemble, organize and consolidate electronic disclosure packages pertaining to criminal investigations for submission to Crown Counsel; ensure that formatting is comprehensible and in compliance with established protocols; liaise with and provide assistance to file coordinators and investigative teams in the development and review of file information throughout the investigative and court cycle; and perform other related duties as required.

REQUIREMENTS:

- Completion of Grade 12, supplemented by post-secondary courses in Criminology or other fields related to the work. As well as considerable working knowledge of the requirements of the major case management system OR an equivalent combination of training and experience acceptable to the employer will be considered.
- Previous police related experience and familiarity with police business rules related to major case management system disclosure is preferred.
- Considerable knowledge of the rules, regulations, policies and procedures applicable to the assembly, organization and consolidation of electronic disclosure packages pertaining to criminal investigations.
- Sound knowledge of the software and databases used in the work, such as, but not limited to CPIC, PIRS, OSR, PRIME and JUSTIN.
- Sound knowledge and experience in using standard office software, such as Microsoft Outlook, Excel, Word and Adobe Acrobat, as well as equipment related to the work.
- Sound knowledge of English grammar and spelling and of police terminology used in the work.
- Ability to demonstrate tact, discretion and professionalism in the handling of sensitive and/or confidential information.
- Ability to effectively organize and assemble electronic disclosure packages in a comprehensible format while ensuring that disclosure packages are in compliance with established protocols.
- Ability to provide assistance in the review of case documentation and to identify incomplete or inaccurate information.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to communicate effectively, both orally and in writing.
- Ability to update and maintain clerical processes related to the work.
- Ability to complete tasks within deadlines and with minimal supervision.
- 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.

*Shifts will be scheduled between Monday and Friday with some flexibility in the shift hours.
Occasional shifts may be required on weekends, depending on operational needs.

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, cover letter and answers to the New Westminster Police Department via email at hr@nwpolice.org quoting competition #18-P18, by **December 3, 2018**.

*We thank all applicants in advance; however, only those selected for an interview will be contacted.
The New Westminster Police Department is committed to employment equity.
We welcome diversity and encourage applications from all qualified individuals*