



New Westminster Police Department

PRIME Specialist Auxiliary Competition #22-P5

DEPARTMENT:	Information Management Section	STATUS:	Auxiliary
NO. OF POSITIONS:	One	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 (2021 rate) per hour plus 12% in lieu of benefits

An exciting opportunity exists to work as an Auxiliary PRIME Specialist with the New Westminster Police Department. Working with the primary PRIME Specialist, in this role you will be responsible for assisting with the monitoring and maintaining of all records in the Police Records Information Management System (PRIME). You will conduct audits of PRIME data as well as participating in the development of policies, procedures as well as assisting in the creation of and delivery of staff training; and perform other related duties as required.

REQUIREMENTS:

- Considerable working knowledge of all PRIME applications as well as general police departmental functions and records management system requirements.
- Working knowledge of police crime investigation activities and procedures as they relate to the work.
- Demonstrated ability to perform work with a high level of detail and organizational skill in maintaining records, files, correcting, modifying, deleting, and adding information to records.
- Sound working knowledge of clerical and record keeping methods and procedures and software applications used in the work, such as all PRIME applications, I-Book, I-Screen and Microsoft Office Suite 2010.
- Carries out system administration functions such as modifying, updating and maintaining tables and assigning user privileges based on job requirements.
- Prior experience in the development of training materials for all applications and experience in training delivery is preferred.
- Prior PRIME experience at the specialist level is preferred.
- Ability to effectively manage one's time and resources to ensure that work is completed efficiently and work with minimal supervision.
- Ability to establish and maintain positive working relationships in a professional environment.
- Ability to problem solve and make independent decisions based on policies and procedures.
- Ability to work independently and take prompt action to accomplish objectives.
- Ability to communicate effectively in a professional and timely manner.
- Completion of Grade 12 supplemented by courses related to Police information systems and software plus considerable related work experience in a Police environment.
- The successful candidate must be able to pass and maintain security clearance screening - secret level with enhanced screening.

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 #22-P5**, by **April 1, 2022** 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.