



# New Westminister Police Department

## Public Service Counter Clerk (Police Clerical Assistant 2) Competition #21-P7

DEPARTMENT:	Information Management Section	STATUS:	Temporary Full-Time up to 18 months
NO. OF POSITIONS:	1	UNION:	CUPE Local 387
HOURS OF WORK:	*35 hours per week	SALARY:	\$46,295 to \$54,221 annually plus benefits

We are seeking a qualified individual to assume the role of Public Service Counter Clerk with the New Westminister Police Department, on temporary full-time basis. Working in a team environment, the successful incumbent will work at the Public Service Counter and will manage requests from the public as well as outside agencies, process a variety of applications, and perform other clerical related duties, as required.

### REQUIREMENTS:

- Completion of Grade 12 plus considerable related clerical experience; or an equivalent combination of training and experience may be considered.
- Sound working knowledge of the policies and procedures employed in operating police databases such as PRIME, CPIC, JUSTIN and iScreen and familiarity with the Uniform Crime Reporting (UCR) System is preferred.
- Ability to process a variety of documents (i.e. Police Information Checks); and correspondence in accordance with established policies and procedures.
- Ability to effectively manage one's time and resources to ensure that work is completed efficiently; work with minimal supervision.
- Willingness and ability to adapt to the dynamic needs of the position as well as the Department.
- Exceptional customer service skills; communicate clearly and effectively with a variety of people.
- Ability to adopt and employ a variety of problem solving strategies; use appropriate judgment.
- Ability to develop and maintain collaborative relationships to facilitate the accomplishment of work goals.
- 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 police background security clearance.
- Proof of full vaccination of COVID-19 will be required. Accommodations will be considered for those who cannot be vaccinated based on prohibited grounds of the BC Human Rights Code.

\*The successful applicant must be able to work a non-standard work schedule. This position works 7 hours shifts (exclusive of a one hour unpaid meal period), including statutory holidays.

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-P7**, by **November 29, 2021** to the New Westminister Police Department via email at [hr@nwpolice.org](mailto: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 Westminister is on the unceded and unsundered 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.*