



City of Langford

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**West Shore RCMP Detachment
General Investigation Section Clerk
Temporary, Full-Time Position (Until January 2020)
INTERNAL/EXTERNAL POSTING**

The City of Langford invites you to apply for temporary employment with the West Shore Royal Canadian Mounted Police Detachment in the position of General Investigation Section Clerk. The successful candidate will provide operational support, administrative, clerical, secretarial and reception duties for the “plainsclothes” sections of the West Shore RCMP General Investigation Section (GIS) and Crime Reduction Unit (CRU).

Working knowledge of various computerized information/data systems including PRIME/UCR, PIRS/OSR, NCDB, CPIC, JUSTIN, Niche, Groupwise and Entrust is required. The employee must be efficient in keyboarding/word processing systems and software, including Microsoft Office (Word, Excel, PowerPoint), Adobe Acrobat, and various transcription software. Knowledge specific to the position includes electronic disclosure, NCDB uploading and maintenance, Confidential Informer management, judicial interim release orders, probation orders and conditional sentence orders in relation to curfew condition enforcement, research for Ministry of Children and Family Development (MCFD), transcription protocol and procedure, Crimestoppers policy, procedure and the Privacy Act (Part VI) and ViCLAS submissions and management.

General duties include, but are not limited to, management of all operational, classified and administrative files, PRIME-creating files, scanning documents, reviewing reports to Crown Counsel, reviewing and concluding files, CPIC requests, filing documentation and FILETRAIL, prepare files for electronic disclosure, manage and maintain Confidential Informer files, perform clerical duties relating to covert operations, transcription of sensitive dictation and statements, compile and prepare legal documents, review Crimestoppers tips that are received in the detachment, operate police radio, other requests or assistance as required by members of the section.

The successful incumbent will have a high level of organizational skills, flexibility and the ability to multitask, and have a strong knowledge of RCMP policy. There is a requirement to deal with imposed deadlines and unpredictable workloads, multiple demands and short turnaround times for results. Duties are performed in a policing environment where confidentiality and professionalism are expected.

The 2019 Salary wage for this position is \$27.75 per hour plus 13% in lieu of benefits. This is a CUPE Local 50 position.

Job Requirements:

- Grade 12 diploma.
- Considerable experience and/or education in a police administrative environment.
- Candidates will be required to obtain an RCMP Enhanced Reliability Security Clearance.

Resumes will be accepted until **noon, Tuesday, September 24th, 2019** by email to employment@langford.ca (identify the position you are applying for in the subject line of your e-mail) or to the attention of Human Resources, City of Langford, 2nd Floor, 877 Goldstream Avenue, Langford, BC, V9B 2X8.

We thank all applicants for their interest; however only those selected for interview will be contacted.