

**CITY OF FORT ST. JOHN
POSITION DESCRIPTION**

Class Title: Exhibit Custodian
Department: RCMP
Date: August 2017

NATURE AND SCOPE OF WORK

The person in this position is responsible for receiving and securing exhibits and found property as per judicial and departmental regulations and policy including monitoring documentation for accuracy; keeping track of exhibits for court; maintaining a diary date system tracking exhibits, and disposing of exhibits as per regulations and policy. The person in this position is also responsible for overseeing court dispositions and orders, and applying these to the appropriate files.

SUPERVISION RECEIVED

Works under the general supervision of the Court Liaison Clerk or designate

SUPERVISION EXERCISED

None

KEY RESPONSIBILITIES

Receives exhibits from members or temporary lockers, checks for proper identification, documentation and physical presence.

Secures exhibits in the secure locker; maintains continuity for court, and ensures exhibits are moved, disposed of or destroyed as per regulations and policy.

Ensures exhibit ledger is properly compiled.

Enters or directs the computerized recording of data on computer systems pertaining to court and/or exhibit files.

Ensures exhibits required for court are available to members requiring them.

Maintains exhibit diary date system.

May be subpoenaed for court pertaining to maintaining exhibit continuity.

Keeps and maintains exhibit lockers in a clean and neat condition.

Processes a variety of forms and documents related to court and exhibit files.

Liaises with internal and external departments to provide them with information and answer a variety of inquiries.

Assists the Court Liaison in the processing of court dispositions and other related duties as applicable.

Scores and maintains files.

Purges and archives files as per departmental policies and procedures.

Composes letters and memos and types correspondence.

May assist in training of junior personnel.

Performs other duties as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Demonstrated ability to work independently, under minimal supervision, to complete daily activities according to work schedules and formal deadlines.
- Ability to maintain accuracy while working in an environment with frequent interruptions.
- Demonstrated current knowledge and experience with current RCMP computer systems, specifically PRIME/PIRS/CPIC/JUSTIN.
- Knowledge in the safe handling and care of firearms
- Excellent interpersonal skills and the ability to establish and maintain effective working relationships with internal and external contacts and to communicate tactfully and effectively orally and in writing.
- Proficient in computer entry and word processing programs related to the department functions. Demonstrated proficiency in MS Office applications WORD, EXCEL
- Thorough knowledge of policies and addressing the care and control of police exhibits seized as evidence, taken to court and disposal procedures.

- Thorough knowledge of rules, regulations, policies, and procedures applicable to maintaining RCMP files and records.
- Knowledge of Municipal Bylaws, Provincial and Federal Statutes and Criminal Code.
- Knowledge of Freedom of Information Act regulations relating to the disclosure of confidential matters of the Municipality.
- Ability to work shift work or flexible working hours, if departmental requirement.

PERIPHERAL DUTIES

May serve as a member on various employee or other committees as assigned.

REQUIRED QUALIFICATIONS, LICENSES, CERTIFICATES AND REGISTRATIONS

- Grade 12 or GED equivalent
- Minimum of 2 years related clerical experience in a RCMP Detachment or related criminal justice environment
- Valid Class 5 BC Drivers License
- Completion of the Canadian Firearms Safety Course
- Completion of the Canadian Restricted Firearms Safety Course
- Ability to pass RCMP Enhanced Security Clearance
- Ability to obtain Peace Officer status
- Completion of the PRIME Property (Exhibits) Course

PERFORMANCE FACTORS

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|---------------------------------|------------------------------|
| • Knowledge, Ability and Skills | • Reliability |
| • Customer Service | • Attendance and Punctuality |
| • Quantity of Work | • Compliance |
| • Cooperation | • Health & Safety |

TOOLS AND EQUIPMENT USED

Tools and equipment are consistent with duties related to the clerical functions for the department. Tools and equipment may include, but are not limited to computer, calculator, departmental radio systems, photocopiers, and facsimile machine. Additionally, the employee may train, under supervision, on a variety of other specialized tools/equipment consistent with the employment in the department functions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is frequently required to stand and sit for long periods of time, and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch, and smell.

The employees must occasionally lift and/or move up to 25 kg. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an environment that is indoors and is reasonably quiet.

GENERAL

This is a position in the BC Government Service and Employee's Union.

Formal application, rating of education and experience, oral interview and reference check, job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.