

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

Class Title: Records Systems Clerk (RCMP)
Department: RCMP
Date: October 2017

NATURE AND SCOPE OF WORK

In assisting the Court Liaison Clerk and Records Management Supervisor, and under minimal supervision, the Records Systems Clerk performs skilled operational and administrative support work of a confidential and relatively complex nature. Key aspects of the work are divided into three primary areas of responsibility: Records, CPIC, and Disclosures and involves familiarity with operating systems such as PRIME, PIRS, JUSTIN, CPIC, and CJIM. The job involves inside work, with occasional pressures of performing multiple tasks, under demanding workloads and deadlines, as a recognized part of the job. Through the course of the duties, the worker will be exposed to extremely graphic and disturbing information. The worker is responsible for the protection of confidential departmental information. Requiring a high degree of accuracy and attention to detail, work is reviewed periodically by a supervisor and by internal auditors to ensure conformance with established policies and procedures.

SUPERVISION RECEIVED

Works under the supervision of the respective section head and direction of the RCMP Municipal Support Manager

SUPERVISION EXERCISED

None

KEY RESPONSIBILITIES

Primary Functions of Records:

- Works under the general supervision of the Records Management Supervisor
- Performs quality assurance reviews by reading and classifying operational files in PRIME and CPIC and other RCMP systems as required. Ensures proper procedures have been followed, and policy and legal requirements are met.
- Reads and scores all files as per established policy by identifying proper crime types, reviewing entities, text pages and property data. Records all mandatory data for statistical purposes, returns files to investigators when additional information required
- Ensures adherence and application of Informatics policy for UCR scoring, file content and retention of records
- Reviews the data quality of file records through CCJS deficiency reports and rectify deficiencies

- Monitors and updates Master Name Index to ensure accuracy of entities to ensure record retrieval capability
- Provides assistance and information on the PRIME system and policies and procedures to Detachment members and staff
- Returns incomplete files through channels for correction
- Assists clerical staff in relation to RCMP policy as it pertains to storage, retrieval, and maintenance of police records

Primary Functions of CPIC:

- Works under the general supervision of the Court Liaison Clerk
- Makes applicable CPIC entries, removals and corrections and ensures the all CPIC records comply with CPIC policy. Confirms all CPIC records are accurate.
- Operates and monitors the CPIC database via PRIME which includes: accurately entering, modifying and removing information; updating files accordingly upon notification from court, monitoring files to ensure entries are current and appropriately followed up.
- Sends and receives narrative messages, distributes or responds appropriately, providing factual information and assistance to internal and external contacts
- Maintains diary dates on CPIC files. Reviews CPIC files to modify entries as conditions on orders change or expire
- Performs CPIC validations and audits files for quality assurance and classification, updating additional data as necessary
- Interprets and ensures adherence and application of National CPIC policy to ensure detachment records compliance. Maintains liaison with and resolves issues regarding CPIC policy and procedures with senior staff of CPIC Field Operations – “E” Division, Vancouver
- Assists with Court dispositions, including updating of Court folders and final dispositions through CJIM

Primary Functions of Disclosures:

- Works under the general supervision of the RCMP Records Supervisor
- Responds to complex requests for disclosure of information. Responsible for creating and maintaining a high volume of files and purge procedures for PRIME / PIRS files
- Responds to routine and complex requests for disclosure of information and court orders under the guidance of RCMP policies and procedures
- Prepares reports to Correctional Branch, Ministry of Public Safety, and Solicitor General relating to a convicted subject's involvement in an offence
- Interprets and ensures responses comply with policies, legislation and statutes
- Handles confidential and sensitive information
- Prepares and maintains records, files, correspondence and documentation
- Updates and restricts files for non-disclosure pursuant to Identifications of Criminal Act, Young Offender Act, Privacy Act and PRIME policy

- Assists with maintaining the Master Name Index
- Assists with reading and scoring files as per established policy by identifying proper crime types, reviews entities, text pages and property data. Records all mandatory data for statistical purposes, returns files to investigators when additional information required

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Considerable knowledge and demonstrated skill in using word processing computer applications and equipment, with proven ability to learn and work with new computer systems and software programs
- Knowledge of Privacy Act regulations relating to the disclosure of Protected information
- Familiarity with RCMP terminology, methods, techniques and practices regarding records and information management systems
- Ability to exercise sound judgment and provide solutions to problems
- Knowledge of RCMP administrative and investigative policies and procedures; and knowledge as to how these policies/procedures relate to the disclosure or release of information
- Knowledge of the RCMP computer systems (PRIME, PIRS, JUSTIN, CPIC, BCPARIS, CJIM, CFRO, internal communications network) and word processing programs in a Windows environment
- Knowledge of the Criminal Code, Motor Vehicle Act, related federal and provincial statutes, and the legal system as it pertains to non-criminal, civil, or criminal matters
- Ability to exercise courtesy and tact when dealing with RCMP members, courts, outside agencies, and staff on potentially sensitive matters both orally and in writing
- Assists in developing and updating processes and procedures relevant to the work
- Ability to work flexible hours and/or shift work, if departmental requirement
- Ability to provide backup coverage to Front Counter Clerk
- Ability to provides training as required
- Performs other related work as required

PERIPHERAL DUTIES

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

REQUIRED QUALIFICATIONS, LICENSES, CERTIFICATES & REGISTRATIONS

- Grade 12 or GED equivalent
- Certificate in Office Administration, Business Management/Administration or a related field and/or equivalent combination of training and experience
- Minimum of three years' related office administration experience with two years in an RCMP Detachment or related criminal justice environment
- Typing speed of 60 words per minute
- Valid Class 5 BC Driver's License
- Ability to pass and maintain RCMP Enhanced Security Clearance

PERFORMANCE FACTORS

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

TOOLS AND EQUIPMENT USED

Tools and equipment used are consistent with duties related to the clerical functions for the department and include, but are not limited to; computer, scanner, calculator, photocopier, RCMP radio system, facsimile machine, postage meter machine, switchboard. 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 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.

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.

GENERAL

Formal applications, 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.

The 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.

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