# JOB DESCRIPTION
## RCMP Detachment Clerk

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| **Department** | RCMP | **Reports To** | Deputy Corporate Officer,<br>RCMP Municipal Employee Supervisor |
| **Directly Supervises** | N/A | | |
| **Indirectly Supervises** | N/A | | |
| **Union** | CUPE 2403 | | |

## POSITION SUMMARY:

Under the direction of the Deputy Corporate Officer, RCMP Municipal Employee Supervisor, or designate, the RCMP Detachment Clerk performs routine and non-routine clerical tasks. RCMP Detachment Clerks are responsible for processing operational and clerical assignments with a high degree of accuracy while ensuring compliance with RCMP, municipal and federal policies.

## KEY DUTIES PERFORMED:

1. Answers incoming telephone calls, mail and public and private inquiries and redirects to appropriate staff member(s) or departments.
2. Operates office equipment including, but not limited to, computers, transcription hardware and software, switchboard, photocopier, fax machine, postage machine, calculators with a good understanding of basic office procedures.
3. Assists with the control and reordering of office supplies.
4. Maintains departmental records including but not limited to, transportation permits, gun registration, liquor permits, accident reports, occurrence reports, fingerprint identification forms, and return of suspended driver's licences.
5. Creating CAD calls and General Occurrence reports.
6. Maintain, verify, and validate CPIC entries, ensuring compliance with policy.
7. Receiving and reviewing Report to Crown Counsel (RTCC) packages in PRIME. Handling documents received via JUSTIN, mail, fax, or email.
8. Liaising with Crown Counsel, Court Registry, investigating police officers and outside agencies.
9. Ensuring proper processing of prisoners in custody.
10. Obtaining, reviewing, processing and submitting fingerprints and photographs to CCRTIS.
11. Delivering court-related documents to designated personnel and agencies.
12. Updating PRIME files with ongoing court dates and charge dispositions.
13. Swearing informations prepared by Crown Counsel and applying for court processes and service of documents at front counter as required.
14. Providing final quality assurance on data entered in RCMP computer systems.
15. Making applicable CPIC entries, maintenance, and removals.

## HEALTH & SAFETY RESPONSIBILITIES

All employees are responsible for helping to maintain a safe and healthy workplace. In this role, you are

expected to:

- Take reasonable care to protect your own health and safety and the health and safety of others.
- Follow all Occupational Health & Safety (OHS) policies, procedures, regulations, and instructions.
- Perform your work according to established safe work practices.
- Use and wear required personal protective equipment (PPE) and safety devices.
- Avoid unsafe behaviour that could put yourself or others at risk and ensure you are fit for work and not impaired.
- Report to your supervisor any unsafe conditions, hazards, damaged or missing safety equipment, or violations of safety rules.
- Cooperate with workplace safety committees, safety representatives, and WorkSafeBC Officers as required.

## REQUIRED KNOWLEDGE, ABILITIES & SKILLS:

1. Completion of Grade 12 education and completion of an Applied Business Technology diploma, or equivalent related experience.
2. Accurate keyboarding/typing skills at a speed of 50 WPM and proficiency in computer use including Microsoft Office Suite and Adobe Acrobat.
3. Compliance with and approval of Security/Reliability Clearance and Criminal Record Search.
4. Ability to maintain complete confidentiality.
5. Physically able to transcribe over long periods of time.
6. The ability to perform all of the duties outlined above following established Facility Procedures, Occupational Health and Safety rules, Violence in the Workplace policies and W.C.B. regulations, i.e. WHMIS and T.D.G.

## DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

1. Previous experience in policing support functions and switch board operations.
2. Previous court experience.
3. Knowledge of Canadian Police Information Centre (CPIC) data entry, Operations System of Reporting and Police Records Information Management Environment (PRIME).

**NOTE: The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.**