



CLERK REVIEWER

COMPETITION: #2270-50010533

SECTION: Transcription/CPIC Support Unit, Information Management Section

STATUS: Temporary full-time

DURATION: Until December 31, 2022 (*Assignment may be extended or reduced for operational reasons or due to circumstances that could not be foreseen at the time of posting*)

HOURS OF WORK: Variable 11-hour shifts, four days on, four days off

SHIFTS: 6:30 a.m.-5:30 p.m., 7:30 p.m.-6:30 a.m., 12:30 p.m.-11:30 p.m.
On a rotating basis for every four-day block of shifts

SALARY: Pay Grade 17 - \$29.13 to \$34.23 per hour

COMPETITION END DATE: Thursday, July 8, 2022

The Information Clerk Reviewer is responsible for reviewing and maintaining files in the Canadian Police Information Center (CPIC) and PRIME/Versadex, and processing recovered vehicle information.

ESSENTIAL DUTIES

- Reviews CPIC entries and determines what action is required (add, modify, remove or validate CPIC entries)
- Reviews information for accuracy and compliance with established policies and procedures
- Verifies information entered by other sections and E-Comm staff into CPIC
- Maintains the Master Name Index (MNI) electronically within RMS
- Transcribes police reports
- Routes electronic files to appropriate units
- Processes requests for information from internal and external agencies
- Prepares, processes, and maintains a variety of files, records, reports, and related material
- Advises registered owners by phone when their stolen vehicles are recovered
- Generates and processes daily property reports
- Redacts Section 28 *Mental Health Act* reports and faxes them to the appropriate hospital
- Reviews and modifies statistical information as required
- Other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Minimum keyboarding skills of 45 wpm and 6000 key strokes for data entry
- Proficiency in Microsoft Word and Excel (test score of 70% or higher)
- Ability to multi-task
- Ability to prepare, process, and maintain a variety of files, records, and reports
- Ability to maintain effective working relationships in a team environment
- Ability to deal effectively with a variety of internal and external contacts
- Ability to utilize independent decision-making skills

Preferred:

- Working knowledge of RMS, CPIC, JUSTIN, the Uniform Crime Report (UCR), the Criminal Code of Canada, and other federal and provincial statutes



EXPERIENCE

- Minimum two years of experience in a policing environment

EDUCATION

Required:

- Grade 12

Preferred:

- Commercial training in an office environment

OTHER REQUIREMENTS

- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years or as required

Selection Process:

Short-listed candidates will be required to participate and successfully pass clerical testing in keyboarding skills, data entry, Microsoft Word, and Excel in order to move forward to the interview stage.

NOTE: This position falls under the jurisdiction of Teamsters Local 31.

We thank all applicants, however, only those short-listed will be contacted.

Applicants should submit a resume and cover letter made to the **attention of the Human Resources Section** via email to vpd.civilian.jobs@vpd.ca. **Please indicate the competition number in the subject line of the email.**