



CROWN LIAISON CLERK

COMPETITION: #2247-50040431

SECTION: Crown Liaison Unit, Information Management Section
STATUS: Temporary full-time until January 2, 2024 (*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: Four days on, four days off variable shifts
6:00 a.m. to 5:00 p.m.
7:00 a.m. to 6:00 p.m.
SALARY: Pay Grade 19 - \$31.56 to \$37.12 per hour
COMPETITION END DATE: Friday, September 30, 2022

Responsible for facilitating the movement of information between the VPD and Crown counsel. Provides support for sworn members with submission of Reports to Crown Counsel (RTCC), Crown Counsel Query (CCQ) responses, and VPD and Crown policies and procedures; swears information before Justices of the Peace at the court registry.

ESSENTIAL DUTIES

- Respond to inquiries from police personnel, Crown counsel, and court registry
- Ensure completeness of the RTCC by adhering to PRIME, JUSTIN, and VPD report writing regulations, policies, and procedures, and by dealing with and identifying errors or omissions
- Process RTCC through JUSTIN and forwards to various Crown offices for charge approval
- Responsible for swearing information before the Justice of the Peace where Crown counsel has approved charges, and deciding to return the RTCC back to Crown if information in the RTCC is insufficient for swearing
- Process mail between the VPD, Crown office, and court registry
- Attends the provincial courthouse on a frequent basis to deliver records and swear information
- Keeps detailed records of mail delivered between the VPD and various Crown counsels
- Liaises regularly with the Jail OIC and Crown counsel, and monitors the duty counsel Slate for time-sensitive in-custody RTCCs
- Maintain the Crown Liaison Unit (CLU) handle workflow in PRIME
- Prioritize the review of CCQ responses based on Crown's bring-forward dates and the follow-up submitted dates
- Support sworn members with VPD and Crown policies and procedures, court processes, and relevant case law
- Send emails and assigns follow-ups to sworn members for incomplete and incorrect information in their RTCC
- Send notifications to appropriate handles and units for domestic violence files, conditions to be added or removed from CPIC, fingerprint dates as per the *Bail Reform Act* and no-charge reasons
- Perform audits of RTCCs where charges have been laid to determine whether information that members submit is sufficient for charge approval or not. If information is sufficient, RTCC is sent to Crown. If information is insufficient or no response is received, letters are sent to officers-in-charge and the file is closed
- Updates PRIME and JUSTIN statuses on RTCC where charges have not been laid, no-charged or diverted out of the court system
- Request and track 911 audio and transcripts for K-Files using E-Comm's voice record request system
- Create General Occurrences (G.O.s) for fail-to-appear charges laid by Crown counsel
- Other related duties and responsibilities as assigned



KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Have thorough knowledge of PRIME/Versadex, JUSTIN, WMS
- Have good working knowledge of CPIC, DEMS, SFTS, CCJS
- Have a thorough knowledge of Outlook, Word, Excel, Adobe Pro
- Have good working knowledge of the Criminal Code of Canada, other federal and provincial statutes and relevant case law
- Have sound knowledge of practices and procedures governing the work performed in IMS
- Have excellent problem-solving and decision-making skills
- Able to work accurately with constant interruptions
- Able to organize and prioritize a heavy volume of work
- Able to communicate (written and verbal) effectively with VPD personnel at all levels as well as outside police agencies
- Able to work independently or in a team
- Able to provide excellent customer service
- Able to maintain effective working relationships in a team environment

Preferred:

- Have a basic knowledge of the McNeil Disclosure
- Have good working knowledge of Voice Records Request System, Nero burning system
- Have experience working with computer peripherals (CD/DVD burner)

EXPERIENCE

- Minimum two years of experience working in a police environment

EDUCATION

- Grade 12

OTHER REQUIREMENTS

- Required to sign and adhere to an Oath of Allegiance, and to be sworn as a Special Municipal Constable
- 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, and 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.

Interested 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 by 4:30 p.m. of the closing date and indicate the Competition # in the subject line of the email.