



CPIC MANAGEMENT CLERK

COMPETITION: #23145-50010203

SECTION: CPIC Management Unit, Information Management Section
STATUS: Temporary full-time
DURATION: Approximately six months
(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-day compressed work week (between Monday and Friday)
Shifts between 7:00 a.m. to midnight
SALARY: Pay Grade 17 - \$29.13 to \$34.23 per hour
LOCATION: 3585 Graveley Street, Vancouver
COMPETITION END DATE: Friday, December 1, 2023

Responsible for adding, removing, maintaining, and validating court documents and mental health forms on the CPIC system, in compliance with CPIC, PRIME BC, and departmental policies.

ESSENTIAL DUTIES

- Processes and validates bail orders, including undertaking and release orders, warrants including criminal, federal, youth, traffic bylaw and MHA, probations including criminal, youth, review board, federal and supreme, prohibitions including driving and firearms, and other court documents within the CPIC database
- Ensures Departmental, CPIC User manual, and CPIC Advisory policies are followed by performing monthly validations and processing purge lists obtained using CPIC Web
- Processes documents that come through JUSTIN, mail, fax, or email
- Monitors various workflow queues and handles
- Creates CAD calls and General Occurrence (GO) reports
- Create follow-ups for first instant warrants
- Liaises with internal VPD sections and units, other police agencies, the courts, the review board, mental health emergency services, probation offices, and CPIC Field Operations
- Performs other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Working knowledge of PRIME/Versadex, CPIC, JUSTIN, and WMS
- Thorough knowledge of Outlook, Word, and Excel
- General understanding of Crown and court processes
- Knowledge of the Department's information sharing policy
- Ability to multitask
- Good organizational skills
- Ability to communicate effectively, both verbally and in writing, with VPD personnel at all levels, as well as outside police agencies
- Ability to work in a team and maintain effective working relationships in a team environment
- Ability to work independently and utilize independent decision-making skills
- Ability to provide excellent customer service
- Ability to work accurately with constant interruptions

Preferred:

- Knowledge of CPIC Policy
- Working knowledge of the criminal justice process
- Working knowledge of Intellibook and CPIC Web



EXPERIENCE

Required:

- Minimum six months of experience in an office or team environment

Preferred:

- Minimum two years of experience in a policing environment

EDUCATION

Required:

- Grade 12

Preferred:

- Accredited CPIC Course or equivalent experience

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, 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.

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. on the closing date and **indicate the competition # in the subject line of the email.**