



# CPIC MANAGEMENT CLERK

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**COMPETITION: #2446-50010207**

<b>STATUS:</b>	Temporary full-time
<b>DURATION:</b>	Until approximately September 30, 2024 <i>(Assignment may be extended or reduced for operational reasons or due to circumstances that could not be foreseen at the time of posting)</i>
<b>SECTION:</b>	CPIC Management Unit, Information Management Section
<b>LOCATION:</b>	3585 Graveley Street, Vancouver
<b>HOURS OF WORK:</b>	Four-day compressed workweek (between Monday and Friday) Variable shifts (days and afternoons)
<b>SALARY:</b>	Pay Grade 17 - \$29.13 to \$34.23 per hour
<b>COMPETITION END DATE:</b>	Friday, March 29, 2024

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 *Mental Health Act*; 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 instance 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' experience in an office or team environment

### Preferred:

- Minimum two years' 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 to the attention of the Human Resources Section via email to [vpd.civilian.jobs@vpd.ca](mailto:vpd.civilian.jobs@vpd.ca) by 4:30 p.m. on the closing date. **Please indicate the competition number on the subject line in the email.**