



# CLERK REVIEWER – CASUAL POOL

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<b>SECTION:</b>	Transcription CPIC Support Unit
<b>STATUS:</b>	Casual / Auxiliary
<b>HOURS OF WORK:</b>	Dayshift – 6:30 a.m. to 5:30 p.m. Afternoon shift – 12:30 p.m. to 11:30 p.m. Night shift – 7:30 p.m. to 6:30 a.m.
<b>SALARY:</b>	Pay Grade 17 - \$31.66 to \$37.20 per hour

Responsible for transcribing police reports, processing recovered stolen vehicles, processing online crime reports and reviewing, managing and maintaining the CPIC system.

## ESSENTIAL DUTIES

- Adds, reviews, maintains, and validates CPIC entries (ie. Property Records, Special Interest to Police (SIP), Surveillance, Administrative Driving Prohibitions, etc.)
- Sends, receives, and distributes CPIC messages appropriately
- Follows up with the completion of K-file victim notifications and NOK requests
- Queries booking sheets received from the Jail
- Transcribes police reports into PRIME / Versadex
- Sends follow-ups as required
- Routes electronic files to the appropriate units / handles
- Liaises with internal and external agencies as required (ie. ICBC, E-Comm, VPD Jail, etc.)
- Completes weekly tow sheets
- Advises registered owners by phone when their stolen vehicles are recovered
- Generates and processes daily browses / reports
- Redacts Section 28 *Mental Health Act* reports and faxes them to the appropriate hospital
- Reviews and processes Online Crime Reports (OCR)
- Performs basic CPIC Management Unit processes after hours
- Manages unscheduled system outages and assists with scheduled outages
- Completes monthly CPIC validation reports
- Receives incoming phone calls from a wide range of customers and directs them appropriately
- Participates in the annual mandatory high-stress debrief program
- Other related duties and responsibilities as assigned

## KNOWLEDGE, SKILLS, AND ABILITIES

### Required:

- Working knowledge of PRIME / Versadex, WMS, JUSTIN, CPIC, and CPIC Web
- Thorough knowledge of Outlook, Word, and Excel
- Knowledge of the Department's information sharing policy
- Ability to multi-task
- Good organizational skills
- Ability to communicate (written and verbal) effectively with VPD personnel at all levels, as well as outside police agencies
- Ability to maintain effective working relationships in a team environment
- Ability to work independently or in a team
- Ability to provide excellent customer service
- Ability to work accurately with constant interruptions
- Ability to utilize independent decision making skills

### Preferred:

- Working knowledge of the *Criminal Code of Canada* and other federal and provincial statutes
- Working knowledge of CPIC Policy



## EXPERIENCE

### Required:

- Minimum one year of experience in an office or team environment

### Preferred:

- Minimum two years of experience in a policing environment

## EDUCATION

### Required:

- Grade 12

### Preferred:

- Commercial training in an office environment
- Accredited CPIC course or equivalent experience

## AVAILABILITY FOR CASUAL SHIFTS

- Available for a minimum of 25 hours a week
- Flexibility to work a variety of shifts, including weekends and statutory holidays
- Available to attend training during regular working hours

## OTHER REQUIREMENTS

- Canadian citizenship or Permanent Resident status
- 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

Shortlisted applicants must pass standard clerical testing prior to moving on to the interview stage. The testing consists of:

- Typing: 45 words per minute
- Excel (Basic)
- Word (Basic)
- Data Entry: 6,000 keystrokes per hour

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

Applicants should submit a resume and cover letter via email to [externaljobinquiries@vpd.ca](mailto:externaljobinquiries@vpd.ca) and indicate **Transcription CPIC Support Unit – Casual Pool** in the subject line.