

**CITY OF FORT ST. JOHN  
POSITION DESCRIPTION**

**Class Title:** Court Unit Clerk (RCMP)  
**Department:** RCMP  
**Date:** February 2020

**NATURE AND SCOPE OF WORK**

In assisting the Court Liaison Clerk, and under minimal supervision, the Court Unit Clerk performs skilled operational and administrative support work of a confidential and relatively complex nature. Key aspects of the work are divided into three primary areas of responsibility: Court, CPIC, and Exhibits and involves familiarity with operating systems such as PRIME, PIRS, JUSTIN, CPIC, and CJIM. The job involves occasional pressures of performing multiple tasks, under demanding workloads and deadlines, as a recognized part of the job. Through the course of the duties, the worker will be exposed to extremely graphic and disturbing information. The worker is responsible for the protection of confidential departmental information. Requiring a high degree of accuracy and attention to detail, work is reviewed periodically by a supervisor and by internal auditors to ensure conformance with established policies and procedures.

**SUPERVISION RECEIVED**

Works under the supervision of the Court Liaison Clerk and direction of the RCMP Support Manager

**SUPERVISION EXERCISED**

None

**KEY RESPONSIBILITIES**

- Monitors all RCMP Court related files to conclusion ensuring all court documents are received, necessary follow-up completed, dispositions recorded on fingerprints and forwarded to Ottawa
- Receives and serves summonses/subpoenas within the detachment or court house. Receives warrants, confirms accuracy, ensures proper follow-up upon execution. Proper file documentation made on receipt of all Court paperwork
- Assists police officers with large and/or serious incident file management and electronic disclosure to Crown Counsel through Major Case Management process
- Ensures fingerprinting of persons charged with criminal offenses and court attendance of arrested persons complies with policy and procedures; arranges with Sheriff's Department for prisoner escorts
- Enters or directs the computerized recording of data on computer systems pertaining to court and/or exhibit files
- Makes applicable CPIC entries, removals and corrections and ensures the all CPIC records comply with CPIC policy. Confirms all CPIC records are accurate
- Operates and monitors the CPIC database via PRIME which includes: accurately entering, modifying and removing information; updating files accordingly upon notification from court, monitoring files to ensure entries are current and appropriately followed up

- Assists with Court dispositions, including updating of Court folders and final dispositions through CJIM
- Receives exhibits from members or temporary lockers, checks for proper identification, documentation and physical presence
- Secures exhibits in the secure locker, maintains continuity for court, and ensures exhibits are moved, disposed of or destroyed as per regulations and policy
- Acts as back up and support to the Court Liaison Clerk, Records Systems Clerk and Exhibit Custodian as required, and as per their respective job responsibilities

#### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

- Considerable knowledge and demonstrated skill in using word processing computer applications and equipment, with proven ability to learn and work with new computer systems and software programs
- Knowledge of Privacy Act regulations relating to the disclosure of Protected information
- Familiarity with RCMP terminology, methods, techniques and practices regarding records and information management systems
- Ability to exercise sound judgment and provide solutions to problems
- Knowledge of RCMP administrative and investigative policies and procedures; and knowledge as to how these policies/procedures relate to the disclosure or release of information
- Knowledge of the RCMP computer systems (PRIME, PIRS, JUSTIN, CPIC, BCPARIS, CJIM, CFRO, Major Case Management, internal communications network) and word processing programs in a Windows environment
- Knowledge of the Criminal Code, Motor Vehicle Act, related federal and provincial statutes, and the legal system as it pertains to non-criminal, civil, or criminal matters
- Ability to exercise courtesy and tact when dealing with RCMP members, courts, outside agencies, and staff on potentially sensitive matters both orally and in writing
- Assists in developing and updating processes and procedures relevant to the work
- Ability to work flexible hours, including weekends, and/or shift work, if departmental requirement
- Knowledge in the safe handling and care of firearms
- Ability to provide training as required
- Perform other related work as required

#### **REQUIRED QUALIFICATIONS, LICENSES, CERTIFICATES & REGISTRATIONS**

- Grade 12 or GED equivalent
- Certificate in Office Administration, Business Management/Administration or a related field and/or equivalent combination of training and experience
- Minimum of three years' related office administration experience with two years in an RCMP Detachment or related criminal justice environment
- Typing speed of minimum 60 words per minute

- Valid Class 5 BC Driver's License
- Ability to pass and maintain RCMP Enhanced Security Clearance
- Firearms Possession and Acquisition Licence

**PERIPHERAL DUTIES**

May serve as a member on various employee or other committees as assigned

**PERFORMANCE FACTORS**

- |                                 |                              |
|---------------------------------|------------------------------|
| • Knowledge, Ability and Skills | • Reliability                |
| • Customer Service              | • Attendance and Punctuality |
| • Quantity of Work              | • Compliance                 |
| • Cooperation                   | • Health & Safety            |

**TOOLS AND EQUIPMENT USED**

Tools and equipment used are consistent with duties related to the clerical functions for the department and include, but are not limited to; computer, scanner, calculator, photocopier, RCMP radio system, facsimile machine, postage meter machine, switchboard. Additionally, the employee may train, under supervision on a variety of other specialized tools/equipment consistent with the employment in the department functions.

**PHYSICAL DEMANDS**

The employee must occasionally lift and/or move up to 25 kg. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee may also occasionally be required to walk back and forth to the Court House to perform court related duties.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**GENERAL**

Formal applications, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This is a position of the BC Government Service and Employee's Union.