

Posting Date:
June 8, 2016

Closing Date:
June 15, 2016

Delta Police Department
In-Service Posting CI 16-16

Quality Assurance Reviewer
Temporary Full Time Position (Approx. 1 Year)

Pay Grade 17
\$25.61 to \$30.09 per hour

Nature and Scope of Work

This position reports to the Records Supervisor. The Quality Assurance Reviewer transcribes incoming calls; scrutinizes the critical standardization of the PRIME Master Name Index; creates the General Occurrences for the entire D.P.D.; routes electronic files to appropriate Platoons/Units for action and client service. The Quality Assurance Reviewer reads occurrence files for investigational procedure, content and quality, along with any other administrative documentation to meet evidentiary, policy, and legal requirements of D.P.D. Identifies and recommends required action for deficiencies, investigations and exhibits. Determines the circumstances surrounding the nature of occurrence and the appropriate processing method. Reviews and modifies statistical information through UCR scoring and determines which offences are reportable to the Canadian Centre of Justice Statistics (CCJS). Is responsible for making CPIC entries. Scans documents into electronic file system. Processes requests for information from internal and external agencies. Prepares, processes, and maintains a variety of files, records, reports and related material. Data entry of Violation and By-law reports. Assigns and approves specific follow-ups such as indexing, MV6020's.

Required Knowledge, Abilities and Skills

- Extensive knowledge of the rules, regulations, policies and procedures governing the work performed.
- Extensive knowledge of the methods, practices and procedures used in operational PRIME RMS, CPIC and JUSTIN equipment.
- Sound knowledge of UCR scoring rules.
- Working knowledge of the Criminal Code of Canada and other Federal, Provincial and Municipal statutes.
- Extensive ability to prepare, process, and maintain a variety of files, records and reports.
- Ability to maintain effective working relationships in a team environment and to deal effectively with a variety of internal and external matters that pertain to the work.

Desirable Training and Experience

- High School Grade 12 supplemented by commercial training in a records/information office environment and conversant with the law enforcement and justice system vernacular and environment.
- Computer terminal training in PRIME RMS, JUSTIN, CPIC along with UCR scoring knowledge.
- A minimum of two to three years office experience working in a Police environment.

Required Licenses, Certifications and Registrations

Security clearance is required and will be maintained throughout employment.

Hours of work: 10.5 hours shifts along side with the Platoons (Shift work 24/7; 12 hour shifts of two days and two nights).

Applications and resume for this position must be submitted to **Kulwant Sekhon, Human Resources Assistant** by 4:30 p.m. on the closing date indicated above. When applying for this position, please quote posting number.

Human Resources Fax: 604.940.5026

E-Mail: ksekhon@deltapolice.ca