

Posting Date:
June 29, 2016

Closing Date:
July 7, 2016

Delta Police Department
In-Service Posting CI 16-17

Quality Assurance Reviewer
Regular/Temporary Full Time Position

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

This posting may be awarded as temporary or regular full time. Employees interested in either opportunity should apply on this posting.

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; structures elements of General Occurrence reports; routes electronic files to appropriate Platoons/Units for action and client service. Assesses the circumstances surrounding the nature of occurrence and applies 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 **Julia Trasler, Human Resources & Administration Manager** 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: jtrasler@deltapolice.ca

Posting Date:
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Delta Police Department
Expression of Interest # CX 16-18

Police Clerk (File Management Desk)
(RFT & Auxiliary Staff may apply)

Pay Grade 15
\$23.61 - \$27.75 per hour

Nature and Scope of Work

This position entails clerical and typing work of some variety and moderate complexity in providing front counter support and assistance to the Information Services Section involving public and internal contact duties, the answering and routing of telephone calls, processing requests for information, processing incoming and outgoing mail, performing data entry and maintaining a variety subject matter files related to the work.

Required Knowledge, Abilities and Skills

- Sound knowledge of the rules, regulations and procedures governing the work performed.
- Considerable knowledge of clerical and recordkeeping methods and procedures.
- Strong written and verbal communication skills.
- Ability to process assignments quickly and accurately.
- Ability to type and to prepare, to maintain, and retrieve a variety of records and files applicable to the work.
- Ability to deal effectively with internal and external contacts.
- Ability to exercise independent judgement and action with a minimum of supervision.

Desirable Training and Experience

- High School Grade 12.
- Clerical and typing experience, preferably in a Police Department.
- Minimum typing 45 w.p.m.

Required Licenses, Certifications and Registrations

Security clearance is required and will be maintained throughout employment.

Hours of work: As required (depending on Department needs)

Please Note: Preference will be given to candidates based in part on their current shift pattern or the operational impact of needing to backfill their own position in addition to their knowledge, abilities and skills.

Cover letter and resume for this position must be submitted to **Julia Trasler, Human Resources & Administrative Manager**, by 4:30 p.m. on the closing date indicated above. When applying for this position, please quote the posting number.

Human Resources Fax: 604.940.5026

E-Mail: jtrasler@deltapolice.ca

THE CORPORATION OF DELTA CURRENT INTERNAL JOB POSTINGS

Posting Date:

June 29, 2016

Closing Date:

July 7, 2016

Posting #	Position	Department	Status	Hours Per Week
100/16	Application Centre Technician	Community Planning & Development	Temporary Full-Time	35 Hour Work Week
101/16	Survey Assistant	Engineering Department	Regular Full-Time	35 Hour Work Week
102/16	Clerk – Finance	Finance Department	Regular Full-Time	35 Hour Work Week

- Applications are accepted only when submitted online at www.delta.ca/internaljobs and submitted by 4:30pm on the closing date.
- Paper applications/resumes will **not** be accepted.
- The Internal Job Posting List is intended to be for reference purposes only. Please visit www.delta.ca/internaljobs for a complete listing of all current job postings.



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If you are interested in this position, click **Apply Now** and we will walk you through our Online Application process.

[Apply Now](#)**Title** Application Centre Technician**Department** Community Planning & Development**Job Status** Temporary Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 100/16**Nature & Scope of Work** *This position is to approximately August 2017.*

This is technical and moderately complex clerical work in examining and checking plans and permit applications for compliance with the BC Building Code, Building, Development, Land Use and Business Licence Bylaws. The incumbent discusses plans, proposed projects and non-conformance issues with applicants and others as required, clarifies problem areas, interprets and explains Codes, bylaws and regulations and makes recommendations for revised plans; and receives and processes a variety of development and building applications, as well as maintaining a variety of records. An employee of this class exercises considerable independent judgment in the technical aspects of the work within delegated areas of responsibility and in resolving day-to-day problems.

Required Knowledge, Skills and Abilities

- Considerable knowledge of the applicable sections of the BC Building code and applicable bylaws and related departmental policies and procedures.
- Ability to read and interpret plans and drawings, to apply regulations and to suggest corrections and modifications to plans as required.
- Considerable knowledge of development, zoning and licensing bylaws and regulations.
- Sound knowledge of the responsibility of other departments and outside agencies as they relate to the work performed.
- Ability to make decisions in accordance with applicable bylaws and departmental policies, practices and procedures and to function effectively while dealing with contentious matters.
- Ability to prepare and maintain reports, maps, records, and related material.
- Ability to perform assigned duties with minimal supervision.
- Skill in typing rapidly and accurately (minimum of 55 wpm).
- Skill in operating a personal computer including word processing at an advanced level (graphics, tables, styles), Excel and PowerPoint at an intermediate level.

Desirable Training & Experience Completion of the 12th grade supplemented by technical courses related to the work; plus considerable related experience, OR, an equivalent combination of training and experience. Completion of coursework in the BC Building Code Part 9 is also preferred.

Required Licences, Certificates and Registrations Valid Class 5 Driver's Licence for the Province of British Columbia.

Safety Requirements Incumbents are required to follow all applicable Safe Work Procedures, participate in Occupational Health & Safety training, meetings and to report any hazards in the workplace.

Hours of Work 35 Hour Work Week

Compensation, Salary and Benefits Pay Grade: 19
Pay Rates: \$27.75, \$28.90, \$30.09, \$31.34, \$32.63 per hour (2015 rates)

Posting Date 6/29/2016**Posting Closing Date** 7/7/2016[Apply Now](#)

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If you are interested in this position, click **Apply Now** and we will walk you through our Online Application process.

[Apply Now](#)**Title** Clerk - Finance**Department** Finance Department**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 102/16

Nature & Scope of Work This is varied clerical and cashing work of some complexity. The incumbent processes accounts receivable, accounts payable, purchasing, payroll and municipal ticket transactions; receives varied cash and cheque payments at counter or by mail for a variety of accounts and services; and answers enquiries regarding a variety of matters related to the work performed. The work is performed within well established policies and procedures and requires a considerable degree of accuracy. Employees of this class exercise some independence of judgment and action in setting daily priorities in accordance with prescribed deadlines. The more complex problems and policy matters are referred to a superior who reviews work performance in terms of accuracy, conformance to established procedures and practices, and effectiveness in dealing with the public.

Required Knowledge, Skills and Abilities

- Considerable knowledge of modern office methods, practices and procedures used in receiving, recording and balancing remittances and of cash register operation.
- Sound knowledge of the Municipal Ticketing Information bylaw.
- Sound knowledge of the methods, practices and principles applicable to the preparation, calculation and completion of payrolls, and of data processing procedures as they relate to the work performed.
- Sound knowledge of rules, regulations and procedures applicable to Municipal accounting operations and methods used in accounts payable and accounts receivable transactions.
- Sound knowledge of Departmental accounts, the municipal property system and applicable municipal, provincial and federal requirements related to taxes, grants and penalties, and payroll.
- Ability to process a variety of accounts receivable and accounts payable transactions, to post and balance a variety of items to subsidiary ledger accounts, and to prepare a variety of journal entries and assign accounting codes as required.
- Ability to assist a superior in the preparation of bi-weekly payrolls for all municipal employees, to ensure that employee deductions and fringe benefit calculations are in accordance with applicable collective agreements, and to edit computer output and adjust for errors.
- Ability to receive varied cash and cheque payments at counter or by mail for a variety of accounts and services and to balance and record cash transactions.
- Ability to answer enquiries regarding a variety of payroll matters, accounts receivables and payables, property tax matters, charges, services, fees, billings and other related matters.
- Ability to prepare and maintain a variety of records and files related to the work performed.
- Skill in the operation of a cash register, computer terminal and other common office equipment.
- Ability to transcribe dictation of a technical nature with high accuracy and considerable speed.
- Skill in typing rapidly and accurately (minimum of 55 wpm).
- Skill in operating a personal computer including word processing at an advanced level (graphics, tables, styles), Excel and PowerPoint at an intermediate level.

Desirable Training & Experience Completion of the 12th school grade supplemented by bookkeeping and basic accounting courses, plus sound related experience OR an equivalent combination of training and experience.

Safety Requirements Incumbents are required to follow all applicable Safe Work Procedures, participate in Occupational

Health & Safety training, meetings and to report any hazards in the workplace.

Hours of Work 35 Hour Work Week

Compensation, Salary Pay Grade 15

and Benefits \$23.61, 24.59, 25.61, 26.63, 27.75 per hour (2015 rates).

Posting Date 6/29/2016

Posting Closing Date 7/7/2016

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[Apply Now](#)**Title** Survey Assistant**Department** Engineering Department**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 101/16

Nature & Scope of Work This is technical and manual work in assisting a Survey Technician in all aspects of conducting varied survey assignments. An incumbent assists a Survey Technician in moderately complex tasks in survey work; operates all survey instruments used in the Department; and performs non-complex survey assignments independently. A Survey Assistant exercises some independence of judgement and action within established guidelines and procedures, referring more difficult matters to a superior who reviews work performance in terms of effective assistance rendered in all aspects of surveying activities.

Required Knowledge, Skills and Abilities

- Sound knowledge of the methods, techniques and equipment used in Municipal survey work.
- Working knowledge of construction and engineering practices.
- Working knowledge of mathematical functions related to the work.
- Working knowledge of the Division's recordkeeping methods and office practices.
- Ability to assist a Survey Technician in moderately complex tasks in survey work and independently perform non-complex survey assignments.
- Ability to operate a transit and level instruments and participate in the operation and set up of the Total Station and Global Positioning System (GPS) as required.
- Ability to make elementary arithmetic calculations and prepare simple sketches and notes.
- Ability to perform detailed work accurately, neatly and rapidly, including work requiring well developed hand-to-eye coordination.
- Ability to perform manual work in all weather, and to drive a light transport vehicle.
- Ability to establish and maintain effective working relationships with staff, and to exercise tact and diplomacy in relating to members of the public.
- Skill in the use and care of tools, equipment and vehicle used in the work.

Desirable Training & Experience Completion of the 12th school grade supplemented by survey theory course work and sound related experience, or an equivalent combination of training and experience. A preferred candidate will have a Diploma in Geomatics.

Required Licences, Certificates and Registrations Valid Class 5 Driver's Licence for the Province of British Columbia.

Safety Requirements Incumbents are required to follow all applicable Safe Work Procedures, participate in Occupational Health & Safety training, meetings and to report any hazards in the workplace.

Compensation, Salary and Benefits Pay Grade 15
\$23.61, 24.59, 25.61, 26.63, 27.75 per hour (2015 rates).

Posting Date 6/29/2016**Posting Closing Date** 7/7/2016[Apply Now](#)