



## Delta Police Department

### Quality Assurance Reviewer

<b>Posting #:</b> CI18-29	<b>Posting Date:</b> September 12, 2018	<b>Closing Date:</b> September 19, 2018	
<b>Affiliation:</b> CUPE	<b>Status:</b> Temporary Full Time approx. 1 year coverage	<b>Salary:</b> Pay Grade 17 \$ 26.91 - \$ 31.62	<b>Hours: 35</b> <b>Shift Pattern:</b> 4 on, 3 off, <b>Shift:</b> 0630 - 1615

#### **Nature and Scope of Work**

This position reports to the Records and Quality Assurance Supervisor. The Quality Assurance reviewer structures elements of General Occurrence reports and sends electronic files to appropriate Platoons/Units for corrections. 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 completing some 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.

#### **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 and CPIC.
- 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, 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:** Compressed workweek, 8.75hr work-day, 0630hrs to 1615hrs, Mon. to Fri., four consecutive days (days worked determined based on operational needs).

Applications and resume for this position must be submitted to **Katie Pokorna, Human Resources Assistant** at [kpokorna@deltapolice.ca](mailto:kpokorna@deltapolice.ca) by **1630 on the closing date indicated above**. When applying for this position, please quote posting number.