



**Delta Police Department**

**PRIME ASSISTANT  
In - Service**

<b>Posting #:</b> CI19-01	<b>Posting Date:</b> January 16, 2019	<b>Closing Date:</b> January 23, 2019
<b>Affiliation:</b> CUPE	<b>Status:</b> Regular Full Time	<b>Salary:</b> PG:19 \$29.74 - \$34.98
		<b>Hours:</b> 35 Mon – Fri 0800 – 1600

**Nature and Scope of Work:**

This position reports to the PRIME Coordinator. Duties include monitoring, modifying and maintaining records in the Police Records Information Management Environment (PRIME), with particular emphasis on the Master Name Index; conducting audits of PRIME data; recommending related operational policies and procedures; and providing on-going training and assistance to staff in the use of the system. Considerable knowledge of PRIME and related systems, applicable departmental functions, procedures, and policies is required, together with an ability to demonstrate independence of judgement and action.

**Required Knowledge, Skills and Abilities:**

- Considerable knowledge of PRIME as it relates to the work performed.
- Considerable knowledge of rules, regulations, practices and procedures governing the work performed.
- Considerable knowledge of general police department functions and records management system requirements.
- Sound knowledge of police crime investigation activities and procedures as it relates to the work performed.
- Sound knowledge of clerical and record keeping methods and procedures and software applications used in the work performed.
- Ability to review records and occurrence files to ensure that all required information is recorded and accurate, to identify and correct errors generated internally or by external agencies and to modify, delete or add information to records, with particular emphasis on Master Name Index records (MNI).
- Ability to carry out routine systems administration functions and provide advice and assistance to users on the functions and applications of the records management system.
- Ability to participate in the development and implementation of MNI, MVI AND MII operational policy and procedures and to make recommendations related to same.
- Ability to make decisions in light of established precedents and to exercise resourcefulness in dealing with new situations.
- Ability to prepare, read and assess reports to clarity and completeness, to maintain attention to detail and to process sensitive information.
- Ability to communicate effectively orally and in writing, and to provide training to staff at all levels.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Skill in the operation of equipment and software applications used in the work.

**Desirable Training and Experience:**

Completion of Grade 12 supplemented by courses related to the work, plus considerable related experience, OR an equivalent combination of training and experience.

**Required Licenses, Certificates and Registrations: None**

Security clearance is required and will be maintained throughout employment.

**Recruiting Process:** Applicants will be required to submit a cover letter, resume (demonstrating skill set and experience), participate in a panel interview, complete a written test, and be able to prepare/present on a teachable topic. Details to follow.

**How to Apply:** Resume and cover letter for this position must be submitted to **Katie Pokorna, Human Resources Assistant, by 1630 via E-Mail: [kpokorna@deltapolice.ca](mailto:kpokorna@deltapolice.ca)** on the **closing date indicated above**. When applying for this position, please quote posting number.