



Delta Police Department

Trainer – Quality Assurance Reviewers

Posting #: CI19-18		Posting Date: August 21, 2019	Closing Date: August 28, 2019
Affiliation: CUPE	Status: Regular Full Time	Salary: PG 18 \$28.55 – \$33.60 / hour	Hours: 35 Mon – Fri 0800 – 1600

Nature and Scope of Work:

This is varied and moderately complex clerical work conducting on-the-job training of Quality Assurance Reviewers and participating in the work of same. The incumbent demonstrates work procedures, reviews policies, practices, procedures and methods related to the maintenance of police occurrence files and reports and provides instruction on UCR/OSR coding and other job requirements. The work requires considerable knowledge of applicable departmental functions, procedures, and policies and is performed under general supervision and work performance is reviewed by a superior in terms of conformance to established procedures, policies and maintenance of established standards.

Required Knowledge, Skills and Abilities:

- Considerable knowledge of the rules, regulations, policies and procedures applicable to maintenance of Police occurrence files and records.
- Sound knowledge of methods, practices and procedures used in operating PIRS and PRIME data systems terminals; and of the UCR code system applicable to the Criminal Code of Canada and other applicable Federal and Provincial Statutes enforced by the Delta Police.
- Sound knowledge of modern office practices and procedures.
- Sound knowledge of the Criminal Code of Canada and other applicable Federal and Provincial statutes enforced by the Delta Police.
- Ability to conduct on-the-job training of Quality Assurance Reviewers and prepare evaluation reports of same.
- Ability to ensure that departmental occurrence files and records are maintained in accordance with established rules, regulations, policies and procedures; and to notify investigating member when file is deficient or to make corrections as required.
- Ability to operate PRIME and PIRS computer equipment, perform related clerical work and complete and check accuracy of CPIC entries as required.
- Ability to prepare, process and maintain a variety of files, records and reports; and to provide a variety of internal and external contacts with factual file content information in accordance with departmental policy.
- Ability to work with minimal supervision and exercise initiative.
- Skill in the operation of equipment used in the work.

Desirable Training and Experience:

Completion of Grade 12 including or supplemented by courses related to the work and considerable related experience in a Police Department; 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), prepare answers to questions that will be provided in advance, and participate in a panel interview. 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** on the **closing date indicated above**. When applying for this position, please quote posting number.