

CITY OF DELTA CURRENT INTERNAL JOB POSTINGS

Posting Date:

July 31, 2019

Closing Date:

August 8, 2019

Posting #	Position	Department	Status	Pay Grade	Hours Per Week
19-145	Sub-Foreman	Engineering Operations	Regular Full-Time	129	40 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.





Public Information Representative

Posting #: C119-16	Posting Date: July 31, 2019	Closing Date: August 8, 2019
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Affiliation: CUPE	Status: Regular Full Time (RFT)	Salary: Pay Grade 15 \$25.31 - \$29.74 per hour	Hours: 35 Shift Pattern: 4 on 4 off Shift: 7am - 7pm & 5am - 5pm
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Nature and Scope of Work:

A Public Information Representative works at the front counter at our North Delta Public Safety Building or Headquarters on a 12-hour shift pattern. This is clerical work of some variety and complexity, including providing information and assistance to a variety of contacts and the processing of Police Information Checks and fingerprint services. An employee refers to policies and procedures to handle public enquiries, operates police databases to retrieve, verify, and/or record information and perform a variety of clerical tasks. Working under minimal supervision, an incumbent exercises considerable independent judgement and action within defined limits, referring only specific enquiries or unusual problems to a supervisor. A supervisor reviews work performance for conformance with established policies and procedures and efficiency in serving the department and the public.

Required Knowledge, Abilities and Skills:

- Considerable knowledge of the policies, procedures, rules and regulations applicable to the work performed.
- Sound knowledge of modern office methods and procedures, record keeping, and computer operation, as it relates to the work.
- Working knowledge of the Criminal Code of Canada as its application to the work performed.
- Ability to deal effectively with the public, internal staff and external agencies, apply sound judgement in providing assistance and explaining specific rules, regulations and procedures, and assist in the service of subpoenaes.
- Ability to process applications for Police Information Checks, fingerprint services, and various other requests.
- Ability to prepare, verify and maintain a variety of files, records, statistics, and reports.
- Ability to type rapidly and accurately operate CPCIC, PIP/LEIP, JUSTIN and PRIME and other terminal equipment used in the work.

Desirable Training and Experience:

Completion of Grade 12 including or supplemented by commercial, word processing, CPCIC, PIP/LEIP, JUSTIN, and PRIME operators' courses, plus sound related experience (preferably in an police detachment) or an equivalent combination of training and experience.

Required Licenses, Certificates and Registrations:

Security clearance is required and will be maintained throughout employment.

Hours of Work:

Rotating shift pattern, 4 days on and 4 days off, with 12-hour shifts (either 7am – 7pm or 5am – 5pm) as required.

Recruiting Process: Applicants will be required to submit a cover letter & resume (demonstrating skill set and experience) 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.



Quality Assurance Reviewer

Posting #: C119-15	Posting Date: July 31, 2019	Closing Date: August 8, 2019
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Affiliation: CUPE	Status: Regular Full Time	Salary: Pay Grade 17 \$ 27.45 - \$ 32.25 per hour	Hours: 35 Shift Pattern: M - F* 0800 - 1600*
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Nature and Scope of Work

This is varied and moderately complex clerical work requiring considerable knowledge of applicable departmental functions, procedures, and policies. The incumbent reads police occurrence files, adds or obtains additional information from police members, and adds or corrects information in the appropriate police computer system. The work 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, Abilities and Skills

- 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 current data systems terminals, specializing in single or multiple systems, as required. Specifically Intellibook, PRIME, CPIC, RMS and JUSTIN.
- Sound knowledge of the Criminal Code of Canada and other applicable Federal and Provincial States enforced by the Delta Police.
- Sound knowledge of modern office practices and procedures.
- Ability to ensure that departmental files and records are maintained in accordance with established rules, regulations, policies and procedures and to perform notification when file is deficient or to make corrections as required.
- Ability to operate computer and other office equipment, to prepare, process and maintain a variety of files, records and reports and to perform related clerical work.
- Ability 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.

Desirable Training and Experience

- High School Grade 12 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, Certifications and Registrations

Security clearance is required and will be maintained throughout employment.

Hours of Work:

- Standard 35-hour work week (M-F 0800 - 1600)
- Incumbent may be required to work a compressed work week based on operational needs

Interested applicants are highly encouraged to attend an information session. Details to follow.

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