



## Delta Police Department

### Quality Assurance Reviewer

<b>Posting #:</b> CE19-23	<b>Posting Date:</b> October 6, 2019	<b>Closing Date:</b> October 14, 2019	
<b>Affiliation:</b> CUPE	<b>Status:</b> Temporary Full Time <i>End date indefinite at this time</i>	<b>Salary:</b> Pay Grade 17 \$ 27.45 - \$ 32.25 per hour	<b>Hours:</b> 35 <b>Shift Pattern:</b> 0800 – 1600 M – F

#### **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 PRIME, CPIC, RMS, JUSTIN and Intellibook.
- Sound knowledge of 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.
- 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)

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 the posting number.