



MOUNTAINS OF OPPORTUNITY

# CRANBROOK

## JOB POSTING

### Records Lead

#### POSITION

**POSTING #**

24-27

**POSTING TYPE**

Internal

**POSITION TYPE**

Full-time

**HOURS OF WORK**

35-hour work week, as per schedule

**DEPARTMENT RCMP**

**HOURLY RATE** \$41.8760 - \$46.2775 per hour, Pay Grade 10 – Schedule “A” Outside Employees

**POSITION SUMMARY**

The Records Lead works under the direction of the RCMP Detachment Commander and the Municipal Operations Manager.

This position coordinates and oversees the operations of the Records section for the Cranbrook RCMP detachment. The position is responsible for planning and supervising the work of staff in the Records section and Watch Clerks and performs a variety of technical work; the position will review the work of staff within the Records Section and Watch Clerks as part of quality assurance. The incumbent ensures the Records section is maintained according to RCMP policy and regulations; identifies the need for and recommends and implements new and revised operational procedures to meet business requirements and increase efficiency; provides ongoing training and assistance to staff. An incumbent works under general supervision of the Municipal Operations Manager and exercises considerable independent judgement and action within the framework of established policies and procedures.

**ESSENTIAL QUALIFICATIONS****EDUCATION**

- Grade 12 Diploma or GED
- Diploma in Police Studies, Criminal Justice or a related field; OR 5 years of related experience

**LICENSES / CERTIFICATES**

- Valid Class five (5) BC Driver’s License

**EXPERIENCE**

- Minimum Five (5) years related experience in a police, legal or judicial office
- Minimum 1 year of supervisory or leadership experience.
- Extensive knowledge of RCMP computer systems, policies and procedures (eg: PRIME, JUSTIN, ROSS, CPIC, PIRS)
- Thorough knowledge of court procedures
- Thorough knowledge of RCMP records workflow

**SPECIFIC SKILLS**

- Excellent Public Relations and interpersonal skills
- Excellent written and verbal communication skills
- Sound knowledge of office practices/procedures
- Good organizational and time management skills

- Strong leadership skills
- Ability to maintain confidentiality
- Attention to detail
- Considerable knowledge and demonstrated skill using PRIME, JUSTIN, and Microsoft Word, Excel and Outlook applications.

### **SPECIAL REQUIREMENTS**

- Ability to obtain and maintain Enhanced RCMP Security Clearance
- Ability to work in a confidential environment
- Knowledge of Privacy Act regulations relating to disclosure of protected information
- Familiarity with RCMP terminology, methods, techniques and practices relating to records and information management systems.
- Knowledge of Criminal Code, Motor Vehicle Act, related provincial and federal acts and non-criminal / civil issues.
- Background in Law or Law Enforcement
- High degree of initiative and sound judgement
- Ability to work with limited supervision
- Thorough understanding of records management systems

**CLOSING DATE**     **4/30/2024, 4:00pm (MT)**

Interested applicants are requested to submit a covering letter and resume to:

**Human Resources**

**City of Cranbrook**

**40 – 10th Avenue South, Cranbrook, BC V1C 2M8**

**E-mail:** [human.resources@cranbrook.ca](mailto:human.resources@cranbrook.ca) (Submissions in Word or .pdf format only)

*We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.*

***This position is covered under the Collective Agreement between the City of Cranbrook and C.U.P.E. Local 2090 – Cranbrook Inside/Outside Workers.***

### **The City of Cranbrook**

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our City a welcoming and growing place in which to live, work and play.

### **Diversity, Equity, and Inclusion**

This Policy provides the foundation for Diversity, Equity, and Inclusion (“DEI”) at the City of Cranbrook to ensure a safe, respectful, and inclusive community and workplace. The City of Cranbrook will work towards becoming a community that supports and fosters a diversity of perspectives and provides equal opportunities for its residents. The aim is for the City to provide programs and services that meet the diverse needs of the community. The City of Cranbrook is equally committed to an inclusive workplace that welcomes, respects, and values a diverse workforce that reflects the qualities and differences of the broader population it serves.

Policy No. 50-15