



## CITY OF COLWOOD JOB POSTING

---

<b>POSTING ID #:</b>	<b>COC20211006_CLO</b>
<b>POSITION TITLE:</b>	RCMP COURT LIAISON OFFICER AND EXHIBITS CLERK
<b>DEPARTMENT:</b>	RCMP – WEST SHORE DETACHMENT
<b>POSITION TYPE:</b>	FULL TIME REGULAR, UNION POSITION
<b>POSTING TYPE:</b>	INTERNAL/EXTERNAL
<b>SALARY:</b>	Pay Grade #13B: \$38.81/hr (2021 rate)
<b>HOURS OF WORK:</b>	35 hours per week
<b>BENEFITS:</b>	A comprehensive benefits plan as per the terms of the Collective Agreement.

---

The City of Colwood has an opportunity for an **RCMP COURT LIAISON OFFICER AND EXHIBITS CLERK** at the West Shore RCMP Detachment. This is a UNION position with CUPE, local 374.

### **NATURE AND SCOPE OF WORK**

This is a full-time union position which falls under the direction of the RCMP West Shore Detachment – Municipal Office Manager for all Administrative and Human Resource requirements in coordination with City of Colwood Administration. For all operational requirements, this position reports directly to the Operations Support NCO. The Court Liaison Officer and Exhibits Clerk processes all Court and Exhibits related matters and acts as the liaison between members of the Detachment, Crown Counsel and Court personnel.

*A complete job description is available at [www.colwood.ca/careers](http://www.colwood.ca/careers)*

### **POSITION REQUIREMENTS:**

- Grade 12 Diploma
- A minimum of 5 years experience in a Police Administrative environment; experience in court matters and exhibit handling considered an asset
- Training and/or experience in the use of recognized police computer software including RMS, JUSTIN, CPIC, CJIM, IntelliBook and PAIN
- Valid Class 5 BC Driver's License
- Attain and maintain an RCMP security clearance
- Qualify under the British Columbia Police Act to receive appointment to Special Provincial Constable status
- Successful completion of a Firearms Safety Training Course and/or be the holder of a valid Canadian Possession and Acquisition Firearms License

See Job description for a comprehensive list of requirements.

---

Using the subject line **POSTING ID# COC2021106\_CLO**, please submit your resume and cover letter; in confidence, to **Nicci Auterhoff, Municipal Office Manager** at [Nicci.Auterhoff@rcmp-grc.gc.ca](mailto:Nicci.Auterhoff@rcmp-grc.gc.ca).

Applications will be accepted until 4:30pm on October 19, 2021.