

MAJOR RESPONSIBILITIES:

Under the general supervision of the Manager, Police Support Services:

Supervises work of Technical Unit by:

- monitoring work flow and setting priorities;
- communicating/liasing with RCMP and communicating this information back to the unit
- orienting, ensuring appropriate training, coaching and providing leadership;
- assisting management staff with hiring, evaluation, development planning and reviews; and
- preparing, recording and authorizing vacation schedules and timesheets.

Responsible for the electronic conversion of documents for Crown Counsel by:

- building and linking of data using ADOBE with the guidance and direction from the RCMP member responsible for that file. (The member is responsible for the contents of the file and the incumbent is responsible for the presentation of the file);
- combining various documents into one large, searchable Adobe document for presentation to Crown Counsel;
- linking audio and video to statements using specific software for enhancement, use, and editing;
- vetting statements according to the RCMP member's vetted statement;
- scanning data for ADOBE package;
- creating bookmarks so Crown Counsel can easily locate the items contained in the document;
- making copies for appropriate disbursement;
- developing SQL statements as required by Crystal Reports; and
- acting as a Subject Matter Expert and providing technical assistance to RCMP members on programs such as Adobe, Redax, Audacity, Switch, VSS Pro, Roxio and E&R III.

Provides technical expertise by:

- entering and retrieving evidence details;
- performing data analysis and conversion;
- ensuring quality control of data;
- communicating and interacting with the user and technical communities;
- explaining the E&R III system and testifying about the integrity of the data for court purposes, as required;
- processing ATIP enquiries;
- overseeing the downloading of cell phones; and
- maintaining a thorough knowledge of the MOU between the Attorney General's office and RCMP E Division for electronic disclosure requirements and process any billing in accordance to the MOU

QUALIFICATIONS:

Education: Grade 12 diploma. Completion of two-year post-secondary diploma program in Computer Information Systems, Broadcasting, Graphic Design or a related discipline from an accredited post-secondary institution recognized in the BC Transfer Guide. Accounting or Finance courses would be an asset.

Experience: A minimum of five (5) years' previous experience in a police environment with knowledge of police investigative procedures and electronic disclosure. Three years of supervisory experience preferably in a unionized environment.

Knowledge & Skills: Considerable knowledge of database principles and practices. Considerable knowledge of electronic disclosure requirements and investigative procedures. Ability to lead, train, supervise, and evaluate staff. Strong analytical skills. Considerable skill with data entry tasks. Demonstrated attention to detail. Ability to handle constant exposure to extremely graphic and disturbing information. Ability to effectively respond to a high volume of work under extremely stressful situations. Considerable knowledge and demonstrated skill in using computer applications pertaining to work. Demonstrated commitment to customer service. Ability to work within, and contribute to, a proactive team environment. Strong time management, organizational, and prioritizing skills. Excellent interpersonal skills to build and maintain cooperative working relationships with other City employees and RCMP members. Ability to deal courteously, tactfully, and diplomatically with members of the general public as well as internal and external customers. Ability to work effectively with minimal supervision. Ability to troubleshoot on the use of computer system applications specifically set for the General Investigative Section. Knowledge of health and safety regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Driver's License: No.
Vehicle Usage: No.
Police Information Check: Yes. As a condition of employment, the incumbent must be able to obtain and maintain a clear RCMP Reliability Status.

Prepared by: Devon Cooper,
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