

Job Information

Job title	Court Administration Services		
Title of immediate supervisor	Manager of Administrative Services		
Department/Division	Police / Administration		
Prepared by	C. Baehler		
Date Created	Feb 4, 2016	Revised date	Jan 4, 2018
Dept Head Signature	Originally Signed by Chief Downie	Date	Jan 4, 2018

Job Purpose

Ensures that all documents designated for the Court System are properly, accurately, and uniformly prepared and processed according to the required legislative and departmental standards. Requires familiarity with court, departmental, Crown Counsel and court policies, procedures and directives and possesses a high level of confidentiality and attention to detail in all aspects of their work. Prepares and/or processes documents relating to the submission and disposition of Criminal Code charges submitted by police officers.

Duties and Responsibilities

- Reads, reviews, validates, processes, all court related case files to ensure data quality and control processes on Reports to Crown Counsel (RTCC) for quality, accuracy, and completeness to final disposition.
- Reviews and processes court related documents and documents returned from court/crown for follow-up/dispositions on Criminal Code charges and updates the files.
- Confirms charges and submits all RTCC through the Records Management System (RMS) and JUSTIN system prior to attendance at court.
- Processes and submits applicable reports, crown memos, and various court documents to Crown Counsel, Justices of the Peace, and Court Administration.
- Attends Counsel Chambers for the swearing of Informations as required.
- Performs courier duties between Courts, Crown Counsel, Motor Vehicle Branch, John Howard Society, Community Corrections and other area Police Departments, including delivery of Bail funds, and transports Exhibits from Court to Exhibit Custodian ensuring evidence continuity.
- Works with Probation to maintain and track a high volume of probation charges to disposition.
- Runs the court docket on JUSTIN system and updates files with new court information and court proceedings to disposition.
- Manages the C216 Criminal Fingerprint Forms to disposition and submission to the RCMP in Ottawa or other agencies.
- Receives, distributes, and processes Summons and Subpoena documents, liaises with members and other agencies to ensure timelines are met.
- Maintains workflow in order to ensure the paperwork is completed and processed by members as it relates to court documents including responding to Crown Counsel Memos within determined timelines.
- Communicates and resolves inconsistencies of information received from outside agencies.
- Processes Federal Pardon notifications, reviews and secures case file information that requires legislative action, conducts background checks on various systems to provide any criminal information to the National Parole Board.
- Receives DNA Orders and liaises with Forensic Identification Staff to ensure information is processed and returned to the various requesting agencies.
- Processes and confirms documentation for Vital Statistic Requests for Legal Change of Name.
- Completes purging or sealing of young offender files.
- Validates, audits and purges C.P.I.C. entries, recalls and returns warrants when requested by Crown Counsel or members and removes the warrants from C.P.I.C.

- Attends and participates in meetings with Court, Crown Counsel and other police agencies to ensure standard processes are followed.
- Advises Manager of Administrative Services, NCO's or Division Inspector on all matters relating to Court Liaison, Crown Counsel and Witness Management.
- Undertakes training, specific to the task area, general skills enhancement and computer upgrading.
- Applies relevant sections of required Federal, Provincial, Municipal statutes, regulations, bylaws and Departmental policies and procedures accurately.
- Maintains a high level of confidentiality and security of information in all aspects of their work.
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent, plus an additional post-secondary program up to one year full-time in a related field.
- Two years related experience working in a police records/court management or related legal environment and working in an office environment with an additional one year experience and proficiency with the inquiry, maintenance and audit functions of the police systems, C.P.I.C. PRIME-RMS, Court, JUSTIN, CJIM, CORNET and the National Fingerprint Booking Systems.
- Must complete/possess pre-requisite and recognized C.P.I.C. Training Program.
- An equivalent combination of education and experience may be considered.
- Keyboarding speed of 45 wpm.
- Proficient in MS Office Suites for word processing, spreadsheets, email systems and database applications.
- Must hold Special Municipal Constable Status and take and adhere to Oath of Allegiance and Oath of Office as provided in the Police Act of B.C.
- Must pass/maintain the required enhanced reliability security clearance including polygraph.
- Must possess valid Class 5 BC Driver's Licence.

Physical Requirements

Drives to Provincial Court Services buildings, delivers documents and mail to various buildings as required.

Working Conditions

Works mainly in a police office environment and provides courier services to various locations.