

Job Information

Job title	Court Liaison Officer	Job Type: COURT	Pay Grade: I
Title of immediate supervisor	Manager of Administrative Services		
Department/Division	Police / Administration		
Prepared by	Sarah Erb		
Date Created	Feb 4, 2016	Revised date	2022.02.10

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.
- Works collaboratively with internal and external clients and other police agencies as required ensuring accuracy of information, confidentiality and effective communications are maintained.
- Solves problems independently but will refer to the appropriate person if necessary.
- Reviews files that are at times graphic, gruesome and disturbing.
- 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 in PRIME RMS and Court Folder.
- Manages the Criminal Fingerprint Forms to disposition and submission to the RCMP in Ottawa or other agencies using Federal booking systems and CJIM for electronic dispositions.
- 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.
- Receives DNA Orders and liaises with Forensic Identification Staff to ensure information is processed and returned to the various requesting agencies.
- 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 Federal, Provincial, Regional and local groups including Court, Crown Counsel and other police agencies to ensure standard processes are followed.

- Advises Manager of Administration Services, NCO's or Division Inspector on all matters relating to Court Administration, Crown Counsel and Witness Management.
- Undertakes training, specific to the task area, general skills enhancement and computer upgrading.
- Applies accurate relevant sections of required Federal, Provincial, Municipal statutes, regulations, bylaws and Departmental policies and procedures.
- 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 program up to one year full-time post-secondary 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
- 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.
- 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

Drive daily to Provincial Court Services buildings; deliver documents and mail to various buildings as required.

Working Conditions

Works mainly in a police office environment and provides courier services to various locations within the Capital Region.