

Job Information

Job title	FOI / File Coordinator	Job Code: CLKFOI	Pay Grade: H
Title of immediate supervisor	Manager of Administrative Services		
Department/Division	Police / Administration		
Prepared by	Sarah Erb		
Date Created	Mar 4, 2015	Revised date	November 5, 2021

Job Purpose

Receives and coordinates all documents (paper and electronic) sent to the Records Section for review and distribution to applicable areas. Liaises with multiple external partners confirming incoming and outgoing paperwork is completed as required. Processes routine FOI requests from designated outside agencies and the public. Completes administrative processes for Freedom of Information requests. Assists in the administration of PRIME's Master Indices.

Duties and Responsibilities

- Receives, sorts, and date stamps all paperwork, including FOI requests sent to the Records Section and routes the documents to specific work areas for further processing.
- Tracks statistics, confirms release tracking, processes payments and disseminates FOI replies.
- Prepares weekly bulk billing for applicable ICBC requests.
- Completes routine disclosure requests from Coroners, ICBC, other government and non-government agencies and the public.
- Processes and verifies large volumes of paperwork to ICBC/RoadSafety BC including IRPs, ADPs, and Notice of Impounds. Requests and processes Driver's Abstracts and Registered Owner documentation from ICBC.
- Receives and processes completed DNA Orders.
- Liaises with Regional Violence Unit and the Behavioural Sciences Unit to complete the encryption, submission, and documentation of ViCLAS booklets.
- Completes daily submissions of Victim Service Referrals.
- Reviews all original Report to a Justice form 5.2 to ensure documents are complete and submit to Court Registry. Receives and scans the approved 5.2 forms to the applicable files.
- Assists in the maintenance of the PRIME Master Name Indices (MI) for the Department.
- Applies relevant sections of required Federal, Provincial and Municipal statutes, regulations, bylaws, and Departmental polices 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 office and clerical work.
- Two years related experience working in a police records/court or related legal environment and working in an office including six months experience with FIPPA regulations and disclosure, and six months experience and proficiency with the inquiry functions of the police systems, PRIME, CPIC and RMS.
- 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 pass/maintain the required enhanced reliability security clearance and Polygraph

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment.