

Job Information

Job title	Information Records Clerk		Job Code: CLINRC	Pay Grade: G
Title of immediate supervisor	Manager of Administrative Services			
Department/Division	Police / Administration			
Prepared by	N. Pallan			
Date Created	Mar 4, 2015	Revised date	October 27, 2025	

Job Purpose

Conducts and manages various searches and queries relating to Police Information Checks, and basic quality review functions. Deals with internal and external clients. Performs work in compliance with established policies, procedures, and applicable Federal, Provincial, and Municipal legislation.

Duties and Responsibilities

- Applies relevant sections of required Federal and Provincial statutes, and regulations, bylaws, RCMP policy, PRIME policy, and departmental policies and procedures.
- Receives and tracks requests for access to Departmental records.
- Reviews, audits and submits entries completed by staff using civil fingerprinting system and tracks responses/returns from Ottawa.
- Processes Police Information Checks by confirming, reviewing and validating related information through various queries.
- Accesses systems including CPIC, JUSTIN and PRIME to conduct queries and review information for processing Police Information Checks.
- Liaises with clients and other police agencies as required for accuracy of information.
- Reviews, validates, and applies appropriate Uniform Crime Reporting (UCR) for basic files.
- Performs basic data entry updates and concludes case files when administrative procedures are complete.
- Applies relevant sections of required Federal, Provincial and 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 policing, criminology or justice.
- Two years related experience working in a police records/ court management or related legal environment and working in an office including one year experience and proficiency with the inquiry, maintenance, and audit functions of the police systems, CPIC, JUSTIN and PRIME/RMS.
- Basic formal C.P.I.C. training program.
- An equivalent combination of education and experience may be considered.
- Keyboarding speed of 55 wpm.
- Proficient in MS Office Suites for word processing, spreadsheets, email systems and database applications.
- Must pass/maintain the required enhanced reliability security clearance.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment.

