



***PRIME/PIRS Operator
(Full-time – Permanent)***

- Competition #:** 6-COV-12
- Closing Date:** Internal applicants – February 8, 2012
External applicants – February 16, 2012
- Rate of Pay:** \$27.35 per hour (as per CUPE, Local 626, Vernon Civic Employees Collective Agreement)
- Band:** 6 – Schedule A (as per CUPE, Local 626, Vernon Civic Employees Collective Agreement)
- Days/Hours:** Monday to Friday, 8:00 am – 4:00 pm.

Reporting to the Manager, Records Informatics, this position's key duties are related to the operation of PRIME, chiefly in the areas of file review and validation. In addition, the incumbent provides clerical and communication support to the RCMP Records unit.

Duties include:

- Performs file review, correction and validation processes using PRIME computer application.
- Codes UCR and ensures accuracy and compliance with applicable policy and legislation.
- Responds to internal requests for information and assistance regarding records matters.
- Performs general clerical duties and responds to inquiries from the public, and other police and government agencies.
- Carries out filing and file destruction duties as required.
- May be requested to provide short-term coverage for CPIC maintenance, front counter or switchboard on an ad hoc basis.
- Performs other related duties as required.
- Assists the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Grade 12 or equivalent.
- PRIME Records Course.

- Minimum 2 years experience in RCMP file review and maintenance.
- An equivalent combination of education and experience may be considered.
- Security Clearance by the RCMP.

Required Knowledge, Skills And Abilities:

- Sound knowledge of departmental regulations and procedures and operation of PRIME/CPIC/PIRS computer applications.
- Knowledge of OSR and UCR coding, filing, indexing and general office practices and procedures.
- Skill in the operation of computers with reasonable speed and accuracy and working knowledge of other associated office equipment.
- Ability to work independently.
- Ability to learn assigned clerical tasks readily and to adhere to prescribed routines.
- Ability to communicate effectively and tactfully with the public and/or other staff persons.
- Good knowledge of law enforcement procedures and of technical language used.

Preferred Knowledge, Skills And Abilities:

- Successful completion of a CPIC course.

TO APPLY:

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using **one** of the following methods:

By Email: hr@vernon.ca (in MS Word or PDF Format)

By Fax: (250) 550-3532

Internal Applicants are required to complete the on-line *Application for Internal Posting* form located on CityNet and forward this along with resume.

The City of Vernon wishes to thank all applicants, however, only those candidates selected for an interview will be contacted. No phone calls please!