



CITY OF
PRINCE GEORGE

JOB DESCRIPTION

<u>JOB TITLE:</u>	COURT LIAISON 1	<u>SCHEDULE:</u>	B
<u>DIVISION:</u>	POLICE SUPPORT SERVICES	<u>PAYGRADE:</u>	16
<u>DEPARTMENT:</u>	COMMUNITY SERVICES & PUBLIC SAFETY		

JOB SUMMARY:

As part of the Court Liaison team, the incumbent is responsible for the administration of the judicial proceedings of the detachment including quality control of all court files. This position coordinates all court documents to Crown Counsel, and liaises with the provincial and federal Crown to ensure appropriate documentation is provided to them. In consultation with Court Liaison 2, the incumbent is further responsible for identifying and providing training related to court matters and procedures to other municipal employees and RCMP members. Performs related duties. This position is subject to Schedule D Hours.

MAJOR RESPONSIBILITIES:

Under the general supervision of the Court Liaison 2:

Ensures the smooth and efficient administration of court files by:

- reviewing each file for completeness and accuracy and arranging for corrections or inclusion of additional information where necessary;
- analyzing all reports on charges to ensure that all elements of a charge are valid;
- liaising with Crown to ensure that all charges are considered;
- ensuring that a complete fact record is available that the case is prepared and presented for court;
- ensuring that all facts and information are made available to Counsel in a timely manner regarding persons in custody;
- ensuring all documentation for persons in custody bound for the Courts is in order and processed in a timely manner;
- coordinating information between Crown Counsel and RCMP investigating member to facilitate the criminal case management process;
- swearing all Informations for charges/actions approved by Crown and ensuring all Crown Reports are accompanied by properly typed Informations;
- monitoring court files to disposition;
- reviewing files and making decisions with respect to out-of-town witness court attendance;
- liaising with other agencies regarding prisoners apprehended on outside warrants and arranging for release/escort of these prisoners back to originating detachment;
- ensuring all prisoners appear before the Courts within 24 hours, where practicable;

- retrieving all Warrants, Probation Orders and Recognizances from the Clerk of the Court and ensures that all documentation is referred to CPIC;
- supplying approved agencies with required criminal records and outstanding charge information;
- providing training where needed on court related matters;
- participating as an RCMP representative at court-related meetings;
- providing follow up to court proceedings in the absence of the investigating Member; and
- liaising with Defense Council regarding pending court files.

QUALIFICATIONS:

Education: High school graduation. Completion of a Diploma program in Criminology, Business or related field from an accredited post-secondary institution.

Experience: At least five years of previous experience as an operational police officer working with police investigative procedures and methods, the court system and the Criminal Code of Canada as it relates to investigative procedures or a minimum of five years of direct experience coordinating criminal court documents to and/or for Crown Counsel.

Knowledge and Skills: Considerable knowledge of the Criminal Code of Canada. Considerable knowledge of the court system and related policies and practices. Considerable knowledge of federal and provincial statutes and regulations as they pertain to court proceedings. Knowledge of RCMP policies and procedures as they relate to investigative procedures and presentation of court material. Demonstrated judgment and problem solving abilities. Exceptional ability to self motivate and to function effectively with minimum direction and supervision. Excellent interpersonal skills to build and maintain cooperative working relationships with other City employees and RCMP members. Ability to deal courteously, tactfully and diplomatically with members of the general public as well as internal and external customers. Ability to work within, and contribute to, a proactive team environment. Demonstrated commitment to customer service. Strong time management, organizational and prioritizing skills. Ability to effectively respond to a high volume of work. Ability to handle extended periods of concentrated attentiveness. Ability to effectively proofread numerical calculations. Demonstrated attention to detail. Excellent verbal and written communication skills. Ability to train others on court related matters. Demonstrated competence in using computer programs related to the work. Knowledge of health and safety regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to bullying & harassment, working alone and other significant hazards.

Valid BC Driver's license:	Yes. Valid BC driver's license, Full Privilege Class 5.
Vehicle Usage:	Yes. Infrequent usage of own vehicle
Police Information Check:	Yes. As a condition of employment, the incumbent must be able to obtain and maintain a clear RCMP Reliability Status.

Prepared by: Bourret / Soares
Date prepared: January 2014
Date revised: May 7, 2019
Revised by: