



CITY OF  
PRINCE GEORGE

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# JOB DESCRIPTION

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<b><u>JOB TITLE:</u></b>	<b>COURT ADMINISTRATOR</b>	<b><u>SCHEDULE:</u></b>	<b>B</b>
<b><u>DIVISION:</u></b>	<b>POLICE SUPPORT SERVICES</b>	<b><u>PAYGRADE:</u></b>	<b>10</b>
<b><u>DEPARTMENT:</u></b>	<b>PUBLIC SAFETY &amp; CIVIC FACILITIES</b>		

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## **JOB SUMMARY:**

As part of the Court Liaison team, the incumbent is responsible for quality control of court files, documentation and registration of information, file scoring and maintenance, entry and modifications, confirming records and charge approvals, and correspondence with the Records Maintenance Branch of the RCMP. The incumbent liaises with a variety of external agencies including, but not limited to, Crown Counsel, provincial and Supreme Court Registry offices, the Probation Office, and the Attorney General's Department. Attention to detail is critical in this role, as are strong time management and records management skills. Performs related duties as required.

## **MAJOR RESPONSIBILITIES:**

**Under general supervision of the Court Liaison Officer:**

### **Manages court files by:**

- reviewing and scoring all information, and making changes where appropriate;
- maintaining files in an orderly fashion;
- checking files for various forms, quality and legal policy;
- maintaining diary date system;
- overseeing Court dispositions and orders, and applying these to the appropriate files;
- processing a variety of forms and documents related to court files;
- liaising with internal and external departments to provide them with information and answer a variety of inquiries;
- operating the Court Management System computer.

### **Provides other record management services by:**

- maintaining Conditional Discharge and Absolute Discharge records;
- maintaining Young offender files and records;
- entering and modifying a variety of information in RCMP computer systems;
- generating exhibit destruction and drug disposal notifications;

### **Performs other duties such as:**

- responding to inquiries from the general public;
- generating correspondence to outside agencies.

**QUALIFICATIONS:**

**Education:** High school graduation.

**Experience:** Minimum of two years current and relevant experience working with the criminal court system and related procedures. Previous experience with records management. Formal training in records management. Previous experience in a police environment is an asset.

**Knowledge and Skills:** Considerable knowledge of the BC court system and related procedures. Considerable knowledge of provincial and federal statutes as they relate to court services. Sound knowledge of records management principals. Sound knowledge of RCMP policies and procedures as they pertain to the work. Knowledge of and demonstrated skill in using computer applications pertaining to the work. Demonstrated commitment to customer service. Ability to work within a proactive team environment. Effective written and oral communication abilities. Strong time management, organizational and prioritizing abilities. Ability to deal with disturbing materials. Demonstrated judgement and problem solving abilities. 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 effectively with minimal supervision. Ability to effectively respond to a high volume of work. Attention to detail is critical in this role, as are strong records management skills.

Valid BC Drivers license: No.  
Vehicle Usage: No.  
Criminal Record Check: Yes. As a condition of employment, the incumbent must be able to obtain and maintain a clear RCMP Reliability Status.

Prepared by: Emery  
Date prepared: October 2002  
Date revised: August 2012  
Revised by: Flannagan / Soares