



Police Records Management Controller Casual Position

Under the direction and supervisor of the Information Manager, the successful candidate will contribute to public safety in Prince Albert. Police Records Management Controller is a profession with a high degree of job satisfaction with working with our team of police members and our many partners including Provincial Court, Federal Prosecution, and Provincial Crown Prosecution.

This is a casual position, excluded from the CBA.

General duties include but are not limited to:

- Provide management and control of our Records Management System.
- Accurately processes court packages and enters data to the Canadian Police Information System (CPIC).
- Maintain effective working relationships with Police employees, Crown Prosecutors, Provincial Court, and the public.
- Assisting the public by providing information and services, completing reports, processing Criminal Record checks, and other data entry.

Desired Qualifications Include:

- Grade 12 or equivalent
- Working knowledge of computer systems
- Working knowledge of the RMS
- Ability to deal with confidential information in a professional manner
- Previous police or justice experience would be an asset

This is an Out of Scope, Civilian position, with the Prince Albert Police Service. Hours of work are casual and call in, with no guaranteed set of hours.

The Prince Albert Police Service is an equal opportunity employer.

We thank all applicants, however, only candidates selected for an interview will be contacted.

The application deadline for this position is at **4:00 p.m. on April 8, 2024**. Please submit a cover letter and resume to Information Manager, Kevin Fines.

Email: kfines@papolice.ca

Mail or in person: Prince Albert Police Service - 45 15th Street West, Prince Albert, SK. S6V 3P4