

THE CITY OF RED DEER - JOB DESCRIPTION

Disclosure & Charge Processing Clerk	Job Code POCS	Page 1 of 4
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Division	Development & Protective Services	Approved by (Dept Head)	Bart Rowland
Department	Municipal Policing Services	Prepared by	Tracy Kintzel
Section	Records – Disclosure & Charge Processing Unit	Employee(s)	

Created/Updated	May 16 2022 (Updated)	Evaluation Date	
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Job Reports To	Municipal Policing Services Superintendent Receives daily direction from the applicable Municipal Policing Services Supervisor
Directly Reporting to this Job	None

Function/Purpose:
The Disclosure & Charge Processing Clerk (DCPC) is responsible for accurately composing, compiling, and generating a large volume of complex, confidential and time sensitive materials including Court and legal documents, criminal reports, memorandums, letters, & miscellaneous correspondence. The DCPC is responsible for distributing disclosure of this information to Federal, Provincial and Municipal Crown Prosecutors by electronic and physical mediums. The DCPC is also responsible to enter and generate all Criminal, Provincial, Federal and Municipal Court charges and related documents on the JOIN (Justice On-Line Information Network).

Duties, Responsibilities, and Authorities

Within the limits of authorized policies and procedures is responsible for and has authority to accomplish the following:

1. Assists the RCMP by:

- a. Interpret, integrate, amend, correct and type a large volume of handwritten case material submitted by police investigators.
- b. Compose, compile, type and process a large variety of complex, highly confidential legal, court, and criminal case documents.
- c. Monitor, coordinate and compile delivery of information and documents as required by Provincial and Federal Crown prosecutors Pre-Charge Program including electronic delivery of time sensitive pre-charge RCMP Member investigational materials and creating JOIN Informations for approved charges.
- d. Collect, organize, collate, scan, photocopy investigation packages for electronic and physical distribution of Disclosure packages to Federal Crown, Provincial Crown and defence counsel. Ensure all disclosure packages meet RCMP, Provincial Crown and Federal Crown disclosure and eDisclosure standards.
- e. Utilizing MS Word to create or adapt formats as prescribed by the courts ensuring wording is compliant with various Laws, Acts, and Regulations.
- f. Create, format and generate various RCMP and Dept. forms and templates utilizing MS Word.
- g. Transcribe digital statements and create miscellaneous documents from investigators and store in shared directories.

THE CITY OF RED DEER - JOB DESCRIPTION

Disclosure & Charge Processing Clerk	Job Code POCS	Page 2 of 4
---	--------------------------	------------------------

h. Transcribe cassette statements.

2. Process Court Documents daily by:

- a. Receiving and reviewing all Court documents ensuring correct information is attached (Example: Release documents, statements, witness evidence, criminal records).
- b. Peruse and edit all documents for accuracy, correcting errors where applicable.
- c. Prepare, type, and review the Prosecutor's Information Sheet (PIS) ensuring proper charge(s) are laid and directly entered into JOIN.
- d. Check and verify correct court dates.
- e. Create and provide new Summons on Release Documents with errors.
- f. Liaise with investigators and watch commanders to ensure process.

3. Enter, modify, and generate a large volume of Criminal, Federal, Provincial and Municipal charges and documents directly into the Court System computer (JOIN) by:

- a. Verifying on JOIN if accused has prior charges before the courts.
- b. Modify accused screens to include Criminal Records, address change etc.
- c. Locate and enter aliases or variances of name.
- d. Link all charges utilizing the Combine Accused screen and enter all witnesses on JOIN.
- e. Ensure all information entered on JOIN is correct.
- f. Photocopy the completed court package for crown and defence and separate master file (Records Room) and Court documents (Court detail).
- g. Generate Summonses, urgent Subpoenas, Investigator Tracking Sheets and Witness list as required.

4. Computer generates information by:

- a. Initiating and generating a large volume of highly confidential, complex, detailed crime reports on highly sensitive, serious crime investigations.
- b. Accurately transcribe an extra-large volume of witness, victim and accused statements from taped or handwritten sources. Obtain clarification from investigator if source is unclear in all instances prior to completing documents.
- c. Computer generates a large variety of memorandums, letters, RCMP Performance Evaluation Assessments and miscellaneous correspondence, ensuring confidentiality.
- d. Create, format, and store information to Shared Folders on network.
- e. Format photographs from crime scenes and store to shared folders.

5. Utilize E-Mail function of the RCMP Ross system by:

- a. Generating and transmitting Criminal Reports, Preliminary Reports of Death, and Serious Crime Reports to RCMP Criminal Operations.
- b. Submitting and maintaining updates and responses when required.

6. Responds and provides assistance to other Government and Court agencies by:

- a. Locate and provide duplicate copies of lost, missing, or additional documents. (example: replacement Information for Justice and Solicitor General, Criminal records).

THE CITY OF RED DEER - JOB DESCRIPTION

Disclosure & Charge Processing Clerk	Job Code POCS	Page 3 of 4
---	--------------------------	------------------------

- b. Respond to enquiries received by phone from Provincial Court, or police agencies pertaining to Court related documents and appearances.

7. Input and retrieve a large range of information when required from:

- a. PROS (Police Records Operational System)
- b. PIRS (Police Information Records System)
- c. CPIC (Canadian Police Information Centre)
- d. JOIN (Justice On-Line Information Network)

8. Maintain current working knowledge of:

- a. Microsoft Office Suite of applications
- b. Roxio Easy CD and DVD Creator
- c. ADOBE Professional

9. Assist RCMP in correct processes and procedures for submissions:

- a. Criminal Code
- b. Federal & Provincial Statutes
- c. Municipal Bylaws
- d. RCMP Operational & Admin. Manuals
- e. JOIN computer
- f. Maintain updated telephone records/addresses
- g. Perform maintenance functions on shared directories with common forms for members use.

10. Performs other duties as dictated by the needs of a responsive large municipal police force.

Minimum Requirements

Education Requirements

- Grade 12, plus one (1) year post secondary education from a recognized Administrative Professional program.

Required Experience

- One (1) year experience in a police, legal or court setting, to provide knowledge of police and court procedures.
- Must be well versed and highly knowledgeable in the statutes and laws of Canada, including but not limited to The Criminal Code of Canada, Provincial and Federal Statutes, and Municipal Bylaws and related documents.
- One (1) year of experience working with Microsoft Office Suite (Word, Excel, PowerPoint) and Adobe Acrobat.
- Ability to type-55 wpm accurately
- Dictaphone transcription experience, digital preferred
- Must possess excellent organizational and time management skills with the ability to be self-motivated and work independently with little supervision

THE CITY OF RED DEER - JOB DESCRIPTION

Disclosure & Charge Processing Clerk	Job Code POCS	Page 4 of 4
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- Display strong written and oral communication and interaction skills including exceptional listening skills when dealing with upper management, police officers, court officials, professional agencies and the public. Be able to respond courteously and professionally at all times.
- Must possess above average organizational ability to meet stringent court and processing deadlines. Ability to make quick and accurate on the spot decisions.
- Must be able to function during busy and stressful situations due to numerous interruptions by staff and outside agencies.
- Discretely handle sensitive information while maintaining confidentiality

Conditions of Employment

- Ability to pass RCMP security clearance.
- Must maintain RCMP security clearance throughout employment.
- Must be able to successfully complete tested courses in the following and any other applicable computer systems and databases:
 - JOIN computer data entry course.
 - RCMP PROS User Course
 - RCMP CPIC data entry course
 - RCMP Records Information Manager Course

Specific Demands of the Job

- Demonstrated ability to work as part of the team; contributing to a respectful workplace at all times
- Living up to The City of Red Deer Cornerstone Values; embracing our RISE Principles (Respect, Integrity, Service, and Excellence).
- Conduct yourself appropriately in the workplace, demonstrating ethical behaviour and proper values as expressed through our Ethics Toolkit.
- A keen interest in continued learning and development in all facets of your career at The City of Red Deer
- Work irregular hours including shift work or weekends as required.
- Urgent deadlines, and workload can create stressful situations.
- Subject to excessive levels of stress due to constant interruptions and change of direction.
- Minor typing errors or omissions could lead to major embarrassment, both to the City and the RCMP, by the dismissal of serious criminal cases.