

## **COURT LIAISON/ELECTRONIC DISCLOSURE CLERK**

### 1. Nature and Scope of Work

This specialized work in the RCMP detachment involving the review and transmittal of prosecution reports to Crown Counsel and the efficient processing of persons through the criminal justice system. An incumbent of this class ensures that all information processed for court files is accurate and complete in order that cases will not be dismissed for technical error or lack of evidence. An incumbent liaises with members, various detachments, Crown Counsel and Court Registry personnel to facilitate the criminal case management process. An incumbent is also responsible for reading and assessing reports for conformance with evidentiary requirements and for ensuring that Crown reports are complete, accurate and free of technical errors as well as assembling, organizing, consolidating and submitting disclosure packages, both paper and electronic format to Crown Counsel. Considerable independent judgement and actions are exercised within established guidelines. Unusual problems or policy matters are referred to a superior. Work performance is reviewed by a superior for conformance and effectiveness of service rendered.

### 2. Illustrative Examples of Work

Acts as the liaison between members, various detachments, Crown Counsel and Court Registry personnel; ensures accuracy and completion of Crown reports and efficient processing of persons through the criminal justice system; and establishes and maintains effective working relationships with same.

Reads and assesses reports for clarity and evidentiary compliance; processes all court documents; apprises members on case law and policy directives; triages formal requests for disclosure; provides advice and guidance to investigators regarding the preparation of electronic disclosure procedures and file management issues; and ensures that all information processed for court files is accurate and complete in order that cases will not be dismissed for technical error or lack of evidence.

Assembles, organizes, consolidates and submits disclosure packages, both paper and electronic format, to Crown Counsel.

Updates and maintains procedures and protocols for the digitization of information in the utilized systems; modifies and maintains processes for document scanning, system entry, organization, retrieval and related tasks; and prepares, edits and converts digital, audio and video files to acceptable formats.

Returns incomplete or incorrect packages back to investigator for updating; and ensures all information deemed disclosable is organized in a logical and comprehensive format that complies with established protocols and MOUs between Police and Crown Counsel.

Responds to complex requests for disclosure of information and court orders.

Prepares billing statements for outside agencies and performs accounts receivable invoicing and collection follow-up.

Performs related work as required.

3. Required Knowledge, Abilities, and Skills

Thorough knowledge of the departmental rules, regulations, policies and procedures.

Considerable knowledge of evidentiary requirements, the Criminal Code of Canada and applicable Federal and Provincial statutes and municipal bylaws.

Considerable knowledge of the criminal justice system and court procedures.

Considerable knowledge of the rules, regulations, policies and procedures applicable to the assembly, organization and consolidation of electronic disclosure packages pertaining to criminal investigations.

Considerable knowledge of the methods, practices and procedures within the Court sub-system of PRIME.

Considerable knowledge of Adobe and its combination, organization, redaction and editing tools.

Considerable knowledge of the methods, practices and procedures used in the work and of techniques pertaining to data entry, manipulation and retrieval.

Ability to organize, assemble and redact electronic and hardcopy disclosure packages.

Ability to read and assess reports for clarity, accuracy, completeness, conformance with investigatory procedures, evidentiary and legislative requirements.

Ability to provide direction to Members regarding proper documentation, policy directives and procedures.

Ability to ensure that disclosure packages are in compliance with established protocols.

Ability to establish and maintain effective working relationships with internal and external contacts and to communicate tactfully and effectively orally and in writing.

Ability to prepare and maintain records, reports, and statistics related to the work.

4. Desirable Training and Experience

Completion of Grade 12 supplemented by operational and legal courses related to the work plus considerable related experience; or an equivalent combination of training and experience.

5. Required Licences, Certificates and Registrations

Ability to obtain and maintain an R.C.M.P. Security Clearance.

Special Constable Status.