

Posting Date:	November 17, 2026
Closing Date:	November 30, 2026
Requisition ID:	2048
Title:	IM Court Document Processor, Criminal Records
Branch:	Support
Service:	Information Services
Bureau:	Information Management
Salary:	$89,579 – $95,602 (Band 4)
Status:	Regular, Full-Time
Openings:	Up to two (2) temporary positions for up to twelve (12) months
Vacancy Type:	This job has been posted to fill a current vacancy
Location:	Headquarters

Position Purpose

The purpose of the position is to maintain Criminal Records by processing court related documents as an accused party goes through the Court process. The position involves the entry and maintenance of CPIC records, holds the responsibility of ensuring the integrity of Fingerprints, RMS (Versadex), Intellibook records as well as the Publication of Criminal Records utilizing CJIM (Criminal Justice Information Modernization) database in real time.

Major Duties & Responsibilities

Maintain fingerprint records, process SRE's (Submission Results Electronic) transactions and Card Scan of fingerprints for submission to the RCMP.
Review all fingerprint transactions and update the Versadex Known Offender record, Intellibook with the FPS number. Ensure fingerprints that are taken match charges laid.
Handle requests from internal/external law enforcement agencies for fingerprint information.
Liaise with SCJ Trial Coordinator to confirm details for 'Committed for Trial' matters before the Superior Court in order to complete FRANK Sheets and update Versadex and CPIC.
Verify and process completed Criminal Record dispositions into Versadex Court Folders when a matter is completed in Court ensuring the accuracy of the information entered.
Ensure that associated information on a completed case with a publication ban is published to CJIM as part of the conviction. Verify the information and confirm if the publication ban has been issued in association to a conviction or a finding of guilt.
Review court information and incident to determine if a conviction relates to a designated offence under the Volunteer Screening Initiative (VSI). If required, publish the designation to the offender's Criminal Name Index.
Process Notice of Appeals, amend disposition if necessary and notify the RCMP accordingly.
Responsible for sealing/unsealing an offender's Criminal Record upon notification that a Record Suspension/Pardon has been granted/revoked.
Ensure all release orders are received from the Courts for processing.
Process Surveillance (SURV) and Special Interest Police (SIP) requests including Observed Behavior SIPS.
Ensure accuracy of court documents. Confirm all court orders and documents are signed and dated by appropriate court designate.
Validate, enter, modify and/or remove all CPIC entries by following a series of steps unique to each court document including Warrants, Probations, Peace Bonds, Prohibitions, Release Orders.

Ensure caution flags are added to the CPIC entry for officer safety and adhere to CPIC guidelines.
Update Versadex Court Folder with next court date and ensure all charges are still before the court.
Process legal name changes and update all records accordingly.
Review and action all youth entries that have not met non-disclosure rules.
Receive and respond to CPIC inquiries from internal/external requests.
Enter and maintain all current warrants held by York Regional Police.
Responsible for providing technical and functional guidance to other members when required.
Works with confidential information where there is a responsibility to disclose information that is covered by clearly defined rules and procedures.

This position description is intended to describe the general level and nature of the position, and is not intended to represent an exhaustive list of all tasks assigned in the performance of this position.

Education, Licensing & Certifications

Successful completion of a two (2) year college diploma in Business Administration, Office Administration, Legal Administration or a related field, or the equivalent training and experience.

Experience

Minimum of two (2) years of previous experience working in a RMS environment and policing environment.

Skills

Well versed in CPIC, CNI, PARIS, Versadex or other RMS systems, Laserfiche, Historical Data Search Application, Intellibook, ICON, YCJA, MFIPPA, and Statistics Canada.
Knowledge of judicial system, court documents, Criminal Code, HTA, etc.
Knowledge of police procedures, rules and regulations, organization structure and hierarchy.
Problem solving abilities and strong judgement skills in order to recognize, validate and correct entries in CPIC or within court documents.
Communication and interpersonal skills to interact with internal members and external partners. Crown Attorney's Office, RCMP, Probation Office and members within YRP Courts Operations to request and verify information, and notify of outstanding warrants to be executed.
Ability to adapt, integrate and retain requirements of continual change in procedure.
Mathematical skills to calculate dates of court orders and jail terms.
Able to complete a multitude of tasks simultaneously and work in a fast-paced, demanding environment.

How To Apply

Members must submit their application directly to the posting on the Careers section through the SuccessFactors Dashboard by the closing date in order to be considered for this opportunity as an internal applicant.
Please include a personal email address on your resume to ensure you receive all notifications regarding the recruitment process.
Questions regarding this position should be directed to Kristine Ockwell #5791, Supervisor – Civilian Recruiting Unit.

York Regional Police has implemented a Hybrid Remote Work option that is offered to various positions in the organization. Further detail can be discussed during the recruitment process.

Please note this is an internal job posting, no external applications will be considered at this time.
In accordance with Article 35 of the Civilian Working Agreement, all resumes must be received by the closing date. Resumes received after this date will be considered external candidates.

York Regional Police is committed to fairness and equity in our recruitment and selection process, and in building and retaining a talented and diverse workforce representative of the community we serve. All York Regional Police employment policies and procedures are intended to be non-discriminatory and barrier-free, in accordance with the Accessibility for Ontarians with Disabilities Act, 2005.

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Accommodations for applicants with disabilities are available upon request during recruitment processes and throughout employment. Should you require an accommodation during the recruitment and selection process, including accessible formats and communication supports, please contact talent@yrp.ca.

VISION-INSPIRED **MISSION-FOCUSED** **VALUES-DRIVEN**

