



Records Management Clerk (Full-time Permanent)

(Posting #2019-06)

Reporting to the Director of Corporate Services or designate, this position assists in maintaining the Regional Municipality records management system in accordance with recognized and acceptable policies and procedures. The Records Management Clerk performs specialized clerical work maintaining a centralized records system including, but not limited to: routine classifying; indexing; filing; scanning; storing and retrieving a large volume of material (both hard copy and electronic). This position also has a significant role in assisting with preparing Council meeting materials.

Qualifications/Knowledge/Skills/Abilities

- Completion of Grade 12, post-secondary education in Records Management or Office Administration, one year of office experience or equivalent combination of education and relevant experience including a high proficiency with computers/applications (Microsoft Office) and electronic record file systems.
- Knowledge of corporate records classification systems and related information classification principles and procedures.
- Ability to navigate and maintain records management systems and the methods used in training users in the use and application of such systems.
- Ability to work independently following department policies and procedures with minimum supervision while maintaining a high quality level of work.
- Ability to deal courteously and effectively with the public in providing factual information and assistance regarding municipal services.
- Ability to produce written documents with clearly organized thought, proper sentence construction, punctuation and grammar; and to maintain confidentiality and protect sensitive information.
- Must possess exceptional communication skills to provide excellent customer service in a professional, efficient and timely manner.
- Strong organizational, research and writing skills.
- Excellent editing and document review skills.

Status/Hours/Shifts

Full-time; Permanent, 35 hours per week; day shift (Monday to Friday).

Rate

Clerk: \$28.28 to \$31.56 per hour as per the collective agreement, 90% probationary rate may be applicable depending upon applicant's current status.

How to Apply

A complete job description is available on our website at www.NorthernRockies.ca under Human Resources and applicants are encouraged to review it prior to applying. Please apply with your resume and cover letter via mail, e-mail or fax to:

Erin La Vale, CPHR
Deputy CAO/Director of Human Resources
NORTHERN ROCKIES REGIONAL MUNICIPALITY
Bag Service 399 | Fort Nelson, BC | V0C 1R0
Fax: 250-774-6794 Email: jobs@northernrockies.ca

Applications will be accepted until **4:30 pm on Tuesday, March 19, 2019.**

Please include an email address so we may contact you to acknowledge receipt of your application.

The Northern Rockies Regional Municipality is an equal opportunity employer.

Position Title: Records Management Clerk
Department: Corporate Services
Reports To: Director of Corporate Services or Designate
Employee Group: Union – CUPE
Wage Group: Clerical - Clerk

Date of Revision: March 2019

Position Summary:

Reporting to the Director of Corporate Services or designate, this position assists in maintaining the Regional Municipality records management system in accordance with recognized and acceptable policies and procedures. The Records Management Clerk performs specialized clerical work maintaining a centralized records system including, but not limited to: routine classifying; indexing; filing; scanning; storing and retrieving a large volume of material (both hard copy and electronic); establishing and maintaining various cross-reference indexes; preparing large volumes and varieties of records for permanent storage or destruction; and ensuring the safety and security of confidential material pertaining to the organization's operation. This position is also has a significant role in assisting with preparing Council meeting materials.

Responsibilities:

1. Specific Responsibilities

Maintain Municipal centralized records system including paper and electronics records.

- Sort, separate, scan, index and file letters, documents, and materials to the central records system.
- Update and maintain record inventories of central file system and archives.
- Control, maintain and update the municipal file structure and document storage system in accordance with municipal bylaws.
- Retrieve documents and records from archives and central file system for all departments and external agencies as required.
- Operate, and continuously improve, an electronic filing system.
- Assist in processing information requests including those arising from Freedom of Information and Protection of Privacy legislation related requests.
- Recommend systems and procedures for the storage of materials and the establishment of the retention and disposal of records.
- Coordinate retention and destruction procedures throughout the organization.

Assist with preparation of Regional Council records and documentation including agenda, minutes, and correspondence.

- Coordinate and assemble completed administration reports, correspondence, and miscellaneous records for preparation of Regional Council Meeting Agendas utilizing electronic meeting program.
- Assisting with preparing Council meeting materials.
- Attend Council Meetings, record meeting minutes and prepare finalized minutes on as needed basis.
- Distribute Regional Council Meeting Agenda via paper and electronic methods.

Related general clerical/administrative, and reception duties.

- Maintain routine records and statistics relating to the work performed.
- Maintain cemetery records and assist members of the public in the purchase of cemetery plots.
- Sorting and filing a variety of materials.
- Performing routine word processing as required.
- Operate office equipment including but not limited to: computers, binding machines, calculators, photocopiers/scanners, postage machines, laminators, FAX machines, etc.
- Other clerical duties as required.

2. Additional Responsibilities

The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

3. Statutory Roles

None.

Decision Making Accountability and Responsibility**1. Decision Making Authority/Independence**

Written guidelines and procedures exist for majority of tasks performed. Ability to work alone and make informed decisions with a minimal amount of supervision with regards to which questions and situations can be independently answered versus needing referral to supervisor. Receives direction from the Director of Corporate Services or designate on non-routine matters.

2. Impact/Consequence of Error

Decisions consistently affect other Municipal employees and, at times, will affect the work performed in other departments. Inaccurate interpretation or relaying of information may result in reputational damage and/or financial loss to the Municipality and would result in the Municipality's failure to adhere to Provincial legislation.

3. Financial Impact

This position is accountable for receipt of fees and related reports as necessary.

4. Human Resources

This is a non-supervisory position.

5. Occupational Health & Safety

Reports immediately, to the designated supervisor, all accidents or injuries and activates emergency procedures as required; detects and reports observed hazardous conditions, practices and behaviors in the workplace.

Contacts**1. Internal**

Receives and provides routine and project specific information and documents to other Municipal staff.

2. External

Provides service and information to the public in-person and over the telephone regarding Municipal services and fees.

Working Conditions**1. Environment**

Open office reception area. Regular day shifts. Occasional overtime may be required.

2. Physical Effort

Varying levels of physical effort, including moderate lifting, sitting, walking, standing, pushing and pulling, reaching, and carrying. Repetitive motion office tasks such as typing.

Qualifications**1. Formal Education**

Completion of Grade 12.

Post-secondary education in Records Management or Office Administration.

2. Training/Experience

Microsoft Office training.

One year's office experience.

3. Professional Designation/Licenses/Memberships

None required.

4. Knowledge/Abilities/Special Skills

Knowledge of:

- the functions and requirements of the Municipality's departments and of the policies and procedures governing the work performed; and
- corporate records classification systems and related information classification principles and procedures.

Ability to:

- navigate and maintain records management systems and the methods used in training users in the use and application of such systems;
- analyze users' records requirements and recommend procedures to integrate those requirements into the Municipality's filing standard;
- prepare, maintain and control a variety of records to analyze and prepare reports on matters related to the work;
- work independently following department policies and procedures with minimum supervision while maintaining a high quality level of work;
- demonstrate continuous effort to improve operations, streamline work processes and work cooperatively towards an efficient and effective work environment;
- deal courteously and effectively with the public in providing factual information and assistance regarding municipal services;
- produce written documents with clearly organized thought, proper sentence construction, punctuation and grammar;
- maintain confidentiality and protect sensitive information; and
- effectively multi-task.

Special Skills or Other

- High proficiency with computers/applications (Microsoft Office) and electronic record file systems.
- Must possess exceptional communication skills to provide excellent customer service in a professional, efficient and timely manner.
- Strong organizational, research and writing skills.
- Excellent editing and document review skills.



Records Management Clerk

The Northern Rockies Regional Municipality is presently accepting applications for a full-time permanent **Records Management Clerk**.

The Records Management Clerk assists in maintaining the Regional Municipality records management system by performing specialized clerical work such as routine classifying, indexing, filing, scanning, storing and retrieving a large volume of material (both hard copy and electronic). This position also has a significant role in assisting with preparing Council meeting materials.

Qualifications include completion of Grade 12 with post secondary education in Records Management or Office Administration or an equivalent combination of education, experience, and knowledge. Strong organizational, research and writing skills are essential along with excellent editing and document review skills.

A full copy of the job posting is available on our website under employment at www.NorthernRockies.ca, and applicants are strongly encouraged to read the full posting prior to applying. Applicants are invited to respond in the form of a detailed resume and cover letter outlining education, experience, and qualifications to:

Erin La Vale, CPHR

Deputy CAO/Director of Human Resources

NORTHERN ROCKIES REGIONAL MUNICIPALITY

Bag Service 399 | Fort Nelson, BC V0C 1R0 | Fax: 250-774-6794

Email: jobs@northernrockies.ca

Closing Date: Tuesday, March 19, 2019 at 4:30 pm

Please visit our website at www.NorthernRockies.ca for a full copy of the job posting.