



*Records Management Clerk
Version Date: August 26, 2020*

<u>TITLE:</u>	<i>Records Management Clerk</i>
<u>CLASSIFICATION:</u>	<i>Administrative Services II - Union</i>
<u>REPORTS TO:</u>	<i>Legislative Officer</i>
<u>SUPERVISES:</u>	<i>N/A</i>
<u>POSITION SUMMARY:</u>	<i>Reporting to and receiving direction from the Legislative Officer, the Records Management Clerk is expected to apply their understanding of records and information management, experience with Microsoft Office, and ability to work in dynamic team settings to support the County's records management initiatives.</i>

POSITION DESCRIPTION

1. Organizing, naming, and classifying electronic records contained within shared drives and OpenText records management software.
2. Digitizing physical records, verifying the completeness and accuracy of the digitization process, and preparing text searchable versions of these digitized records.
3. Auditing records and folder structure compliance with established records and folder naming conventions within OpenText software.
4. Supporting the development of or revisions to records management procedures or other administrative documentation.
5. Participating as an OpenText project member which may include testing of additional software modules.
6. Ability to maintain a high degree of professionalism & integrity.
7. Demonstrate ability to ensure all work related information is kept confidential and in accordance with the Freedom of Information and Protection of Privacy Act.

8. To observe and comply with all regulations and procedures that relate to individual health and safety, and the safety of co-workers.
9. Responsible to participate with emergency management duties either in the Emergency Operations Centre or in support of it as may be required during a local emergency.
10. Perform other related duties as may be requested by the Legislative Officer and/or CAO.

REQUIRED QUALIFICATIONS

- High School Diploma
- A minimum of 5 years experience in an office environment.
- Exposure to records management software concepts will be considered an asset.
- Proficiency with MS Office, Adobe Acrobat and other administrative applications.
- Excellent interpersonal skills and a positive attitude with an emphasis on creative thinking, teamwork and cooperation to achieve organizational objectives.
- The ideal candidate must be able to perform their duties listed above with a high degree of quality, timeliness, precision and confidentiality.
- Must be self-motivated, and able to work with minimal supervision.
- Excellent oral and written communication skills.
- Ability to interact well with, and respond to inquiries from employees and management.
- Ability to interpret, implement and adhere to organizational policies and procedures.



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- Must have a valid class 5 driver's license, be able to provide an acceptable driver's abstract and a satisfactory criminal record.

WORKING CONDITIONS

- Normal working day consists of 7.25 hours, however overtime may be required.
- Fast-paced environment, daily interruptions and competing priorities.
- Working in an open office environment with little privacy.
- Operation of a computer and visual concentration for extended periods of time.
- Prolonged periods of sitting.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.
- Ensures all operations are conducted in a safe manner and in accordance with Saddle Hills County policies and all Occupational Health and Safety Rules and Regulations.
- Driving in various weather conditions.

Approved this 25 day of August, 2020 _____

CAO