



JOB DESCRIPTION

RECORDS ASSISTANT SUMMER STUDENT

JOB SUMMARY:

The Records Assistant Summer Student position is responsible for assisting the Legislative Services Department with the management of hard copy and electronic records and with the implementation of an Electronic Document Records Management System (EDRMS).

IMMEDIATE SUPERVISOR:

- Clerk/Director of Legislative Services

SUBORDINATE POSITIONS:

- None

JOB RESPONSIBILITIES:

- a. Assist with the maintenance of the Township-wide system of records management
- b. Assist with the assessment and inventory of corporate records
- c. Assist with performing the annual purge of corporate records in accordance with the Township's retention schedule
- d. Transfer records into the EDRMS system
- e. Assist with the creation of policies and training materials for Township staff
- f. Perform other related duties as directed by the Clerk/Director of Legislative Services or designate

JOB REQUIREMENTS:

Qualifications:

- a. Currently enrolled in full-time studies in an information management, library science, archives, political science, history or related education program at community college or university; and returning to full-time studies in the following school term
- b. Proficiency and experience with Microsoft Office Suite
- c. Interest in municipal government and/or information management is an asset
- d. Valid "G" Class Drivers license, driving record satisfactory to the Township and access to a reliable vehicle
- e. A clear criminal records check

SKILLS

- a. Must be highly motivated to work both independently and in a team environment
- b. Must be a proficient researcher
- c. Must have strong verbal and written communication skills
- d. Must be able to work with minimal supervision
- e. Must be courteous and tactful in dealing with staff and the public

EFFORT

- Normal Workweek – 35 hours (Temporary Full-Time)

WORKING CONDITIONS

- Must be able to carry out the above duties which involve lifting records and boxes weighing approximately 20 kilograms

Approved by:

By: _____
CAO

On: _____

Created : February 2015