



CORPORATION OF THE MUNICIPALITY OF OLIVER PAIPOONGE

POSITION DESCRIPTION

POSITION TITLE: Summer Student Records Management Technician

REPORTS TO: Deputy Clerk

POSITION DESCRIPTION: To assist with the implementation of the new records management program of the Municipality. Specific activities will be the inventorying of corporate records and the recording of those records in the corporate information system.

RESPONSIBILITIES:

1. Reviewing corporate records stored at the municipal office and identifying the contents.
2. Liaising with municipal managers and employees to accurately identify corporate records.
3. Creating an inventory of identified records.
4. Using the classifications of the municipal records management system (TOMRMS) to assign labels to identified records both physical and electronic copies.
5. Responsible for sorting and consolidating various paper and electronic files to assist with the records management of the department, all while providing a high degree of confidentiality.
5. Assisting the Deputy Clerk with records management and related functions as assigned.
6. Planning assigned projects and reports on progress.
7. Works in a safe manner in accordance with *The Occupational Health & Safety Act and Regulations*.
8. Performs other duties as assigned.

QUALIFICATIONS:

- Must be a student in a Records and Information Management or related program.
- Must be able to communicate effectively both orally and in writing.
- Must be highly organized and demonstrate the ability to follow detailed instructions.
- Must demonstrate the ability to handle confidential information in a professional manner.
- Must be proficient in the use of Microsoft Office – Word, Excel, Outlook as well as Adobe Acrobat.
- Must be able to work independently and with minimal supervision.

PHYSICAL DEMANDS

Must be able to carry out the above duties which involve lifting record boxes weighing approximately 20 kilograms.

Placement Details – This is a 4 month opportunity from May to August 2021

The Municipality of Oliver Paipoonge is committed to achieving full accessibility for persons with disabilities and accommodations are available for individuals with disabilities for all parts of the recruitment process.

Only candidates selected for an interview will be contacted. Applicant information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.