



**District of Taylor
Employment Opportunity**

**Records Management and Coverage Clerk – District Office
(Part-Time Permanent Position)**

Are you a self-starter who likes the challenge of a diverse workload? Do you understand the importance of working as a strong team member? The District of Taylor is accepting applications from individuals who can provide exceptional service and have a desire to grow within our organization.

Reporting to the Deputy Corporate Officer, the Records Management and Coverage Clerk is responsible for working with the District of Taylor internal stakeholders to archive, sort, and maintain historical records, and assist in the planning, development, and reorganization of the District's current physical and electronic file systems. The Records Management and Coverage Clerk is also responsible for supporting customer service activities and will train as back-up for position coverage to provide general administrative support to District of Taylor departments as required. For the complete job description and more information about Taylor, BC, please visit www.districtoftaylor.com.

The successful applicant will have strong interpersonal, customer service, organizational, time management, written and verbal communication skills, have a strong independent work ethic, the ability to work effectively under pressure and adapt to changing priorities and deadlines, the ability to work with a diverse group of people, and have excellent computer skills including advanced familiarity with MS Office programs with the ability to learn new software. Knowledge of the Local Government Management Association's Records Management Manual would be considered an asset.

This position is part-time at 26 hours per week and will offer flexibility when scheduling working hours between 8:30 a.m. – 4:30 p.m., during a Monday to Friday work week. The compensation range is \$23.44 - \$26.37 per hour and is supplemented with an exceptional benefit package. Compensation will be based on a combination of the successful applicant's education and experience. The incumbent will also be expected to sign a confidentiality agreement and provide a clean criminal record check.

With your resume, please provide a cover letter that articulates how you meet the qualifications provided in the job description. Submissions will be received until **Friday, December 16, 2022 at 4:30 p.m. local time.**

Please address your application to:

Lisa Ford
Deputy Corporate Officer
Box 300
Taylor, BC V0C 2K0

Email: recruitment@districtoftaylor.com

Fax: (250) 789-3543

While the District appreciates all applicants, only those short-listed will be contacted.



DISTRICT OF TAYLOR

Records Management and Coverage Clerk

Job Description

Title: Records Management and Coverage Clerk **Date:** January 12, 2022

Department: Corporate Services **Job Category:** Clerical

Reports To: Deputy Corporate Officer **Job Number:**

Interacts With: Administrative/Management staff, the Public, Mayor and Council **Wage Scale:** 4

General Summary:

The Records Management and Coverage Clerk works with the District of Taylor internal stakeholders to archive, sort and maintain historical records., assist in the planning, development and re-organization of the District's current physical file system and electronic file system.

Primary Duties and Responsibilities:

- Awareness of and dedication to working safely according to applicable standards, policies and procedures
- Present and maintain a professional, positive and tactful attitude when dealing with internal and external stakeholders. Supports and champions the activities of a respectful workplace
- Understands, complies and reinforces the District of Taylor policies, programs and guidelines applicable to the department
- Provides excellent services to the community, ensuring professional, friendly, and efficient interactions with community members
- Maintains all District of Taylor administrative, operational, and confidential records according to business and legislative requirements
- Ensures historical records are archived, organised and maintained in alignment with current records management processes. This includes appropriate storage (both digital and physical), organisation, tracking and disposal
- Responsible to provide support and advice in the review, revisions and development of applicable records management policies and procedures
- Advises and provides instruction to District of Taylor employees on records management processes providing feedback to department leaders when necessary
- Supports customer service activities including answering enquiries in-person or over the phone, and performing front-counter duties as required
- Supports the upkeep and maintenance of the District's Records Management system
- Trains as back-up and acts as position coverage to provide general administrative support to the District of Taylor departments as required



Requirements and Qualifications:

Education and Experience:

- Grade 12 diploma or equivalent
- Two-year diploma/certificate in office or business administration or related field
- Certification and/or experience in Records Management would be an asset
- Other combinations of experience and education may be considered

Knowledge, Skills, and Abilities:

- Excellent communication skills, both written and verbal
- Strong interpersonal skills with the ability to establish and maintain effective professional working relationships to deal tactfully and diplomatically with the different departments, general public, contractors and other stakeholders
- Well developed customer service skills
- Excellent computer skills including advanced familiarity with MS Office programs and the ability to learn new software
- Strong organisational skills with the ability to multi-task and prioritise varying workloads
- Excellent time management skills
- Comfortable working with and understands how to protect and maintain confidential information and material
- Effective organizational skills with a strong attention to detail
- Strong independent work ethic, able to establish priorities and set and meet objectives
- Exercises sound judgement and possesses strong analytical and problem-solving skills
- Ability to work effectively under pressure and adapt to changing priorities/deadlines
- Knowledge of the Local Government Management Association's Records Management Manual would be considered an asset

Other Requirements:

- Valid Class 5 Driver's License with an acceptable driver's abstract
- Clear Criminal Record Check
- Legally entitled to work in Canada

Working Conditions (environmental conditions, physical demands, travel, etc.):

- General office conditions – ergonomic and eye strain considerations associated with desk and computer work
- Mental strain – accuracy in high volume data entry, problem solving, balancing multiple tasks
- May be required to travel between municipal facilities during a shift
- May be required to lift up to 30 lbs



Disclaimer:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Related duties, responsibilities and activities may be assigned at any time with or without notice.

Approval:

Name/Title	<u>Tyler Pennell, Corporate officer</u>	Signature	<u>[Signature]</u>	Date	<u>03/03/2022</u>
Name/Title	<u>Chief Administrative officer</u> Moira Green	Signature	<u>[Signature]</u>	Date	<u>03/03/2022</u>