



TOWNSHIP OF LUCAN BIDDULPH

RECORDS ASSISTANT (Special Project - Contract Position)

POSITION: Records Assistant
REPORTS TO: Clerks Department
HOURS OF WORK: 37.5/week

POSITION SUMMARY

This is a six-month special project contract position that will assist the municipality with moving its records into a digitized filing system that is primarily in paper format currently.

PRINCIPAL DUTIES

- Reviews and assists various departments in determining classification codes and retention period of documents according to the Records Retention By-law and Policy under the direction of the Clerk
- Scans paper records into a digitalized form and prepares them for filing into the appropriate software program (TOMRMS and Laserfiche)

MINIMUM QUALIFICATIONS

- Post-secondary Diploma in Records Management or related field;
- Comprehensive knowledge and understanding of records and information management functions and records management systems.
- Municipal experience is considered a valuable asset
- Working knowledge of software programs (i.e. MS Word, Excel, Adobe)
- Working knowledge of Laserfiche (electronic records program) is considered a valuable asset.
- Excellent computer skills required.
- Performs related duties as assigned.

Must be able to work independently with little supervision

CONDITIONS OF EMPLOYMENT

Physical demands require computer work concentration and sitting, standing for extended periods of time, scanning documents along with some lifting and sorting of boxes. Visual and mental concentration. Working conditions are generally conducted in an office environment.