



COUNTY of ANNAPOLIS
NATURALLY ROOTED

Record Management Clerk

Permanent Full-time

Salary Level 3: \$50,000 - \$63,000

The County of Annapolis is currently seeking an Record Management Clerk to join their team. This is an opportunity to work amongst the breathtaking natural beauty of the Bay of Fundy shoreline and the lush Annapolis River, where you will be captivated by coastal communities, towns, village, historic properties and stunning parks that are the pride of our county. Annapolis County is an ideal location to live, work and play.

General Job Responsibility

Records Management Clerk shall be responsible for the design, setup, implementation, management and evaluation of the Municipality records management system, prepares and oversees the development and implementation of a municipal-wide records management policy, provides training on a regular basis to all employees, keeps up-to-date on federal, provincial, and municipal bylaws and policies concerning records management, holds and maintains the original of all deeds, leases, agreements, and other legal documents, works with Manager of Information Technology to setup and maintain an electronic records management system, facilitates and coordinates the annual or biennial contract for the shredding of all documents that have been approved by the Designated Officer, works with Director of Municipal Operations to establish an area for the storage of all municipal records, assists the Municipality's Freedom of Information and Protection of Privacy Administrator with the retrieval, collection, collation, copying, and dissemination of municipal records, prepares reports for Municipal Clerk, and carries out other duties and responsibilities as may be assigned from time to time. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

Qualifications:

Candidates for this position must possess as a minimum, a diploma or certificate in records management, business or administrative management, or a similar educational program, or a combination of these educational requirements and lived experiences that meet requirements.

Additionally, the candidate must have a minimum of two (2) years experience working in a public sector organization where they did records management work, or a private sector firm where they were responsible for overseeing the records management, storage and retrieval of the company's records on a daily basis, with preference given to those whose experience is directly or indirectly working with a municipal or provincial government organization, or a combination of formal experience and lived experiences.

Due to the nature of this position, the employee must have exceptional organizational and documentation skills with knowledge of the principles and practices of records management, be fluent with Microsoft Office, and comfortable working in a time sensitive, fast-paced work environment, often with short

timelines. This position will occasionally require work outside of normal office hours including evenings and weekends.

This employment competition will remain open until the position is filled

Camilo Lopera, Human Resources Coordinator

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Municipality of the County of Annapolis

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Applications will not be accepted via Social Media (Facebook)

The County of Annapolis thanks all those for applying but only candidates selected for an interview will be contacted.