

**Ministry of Attorney General
Vancouver**

**Supervisor and Appellate Court Records Officer
$35.0299 - $39.9386 hourly**

One permanent, part-time (35 hours bi-weekly) opportunity available.

As the Supervisor and Appellate Court Records Officer, you will deliver a records and information management program for the Court of Appeal; including classification, storage, security, inventory, retrieval and destruction of Court of Appeal court records and judicial administration records. To provide recommendations to and receive direction from, the Court of Appeal Registrar and the Director, Human Resources and Support Services.  To supervise the Records Technician in the Court of Appeal and Superior Courts Document Management Clerks and have responsibility for a variety of tasks to assist the Justices and facilitate the operation of these courts.

These tasks include administering and controlling the lifecycle management, storage, retrieval and disposition of all court record information and developing and managing the vital records disaster recovery plans. In addition, you will manage, document and conduct analysis of processes to support the Justices and facilitation of the Superior Courts, focusing on efficiencies and effectiveness. In this position you will be responsible for leading a team of staff.

With over 200 different occupations available in 280 communities across the province, we offer exciting opportunities for your career. Come be a part of the BC Public Service, a Top 100 Employer that embraces diversity, health and career growth. For more information, please see [What We Offer](https://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/what-the-bc-public-service-offers-you).

The BC Public Service is committed to creating a [diverse workplace](https://www2.gov.bc.ca/gov/content/careers-myhr/about-the-bc-public-service/diversity-inclusion-respect) to represent the population we serve and to better meet the needs of our citizens. Consider joining our team and being part of an innovative, inclusive and rewarding workplace.

## **Qualifications for this role include:**

* Masters of Archival Studies degree or records and information management equivalent preferred; OR combination of 5 years’ professional records management program administration experience and completion of diploma or certificate training in records and information management.
* Minimum 1 year of supervisory experience.
* Experience interpreting and applying legislation and policy related to records and information management.
* Experience using computer applications to enter and retrieve data and access information.

**For more information and to apply online by November 22, 2019, please go to:** [**https://bcpublicservice.hua.hrsmart.com/hr/ats/Posting/view/65019**](https://bcpublicservice.hua.hrsmart.com/hr/ats/Posting/view/65019)

*Attention: only applications submitted through the BC Public Service’s employment website (see link above) will be accepted.*