



April 12, 2018

**Records Clerk – Document Management
Contract
Approximately 7 Months
Competition #1772**

North Vancouver Recreation & Culture is dedicated to building healthy individuals, families and communities. The Commission offers a wide range of recreation, social, health and cultural programs and services to residents of all ages.

We are currently accepting applications for a contract Records Clerk.

DUTIES:

The incumbent is responsible for providing clerical support to the document management project team to ensure a timely and successful implementation of a digital records system. Duties include training and supporting staff on file plans, migrating records across electronic systems and retention standards; filing tasks (electronically and in paper form), conducting searches and migrating records across electronic systems, as well as processing and maintaining documents.

QUALIFICATIONS:

- Sound knowledge of file planning, set-ups and retention
- Sound knowledge of electronic filing programs
- The ability to perform records management project work under minimal supervision
- The ability to coordinate and maintain activities relating to records and storage systems
- The ability to maintain corporate confidentiality
- The ability to establish and maintain effective working relationships with staff
- Excellent interpersonal and customer service skills
- Excellent verbal and written communication skills
- Strong organizational skills and attention to detail

DESIRABLE TRAINING AND EXPERIENCE:

Information Technology experience, including experience training user groups and record management would be an asset.

This is a contract position for 25 to 30 hours per week for approximately 7 months. A valid class 5 BC Driver's License and access to a vehicle is required.

All employees should be prepared to work at any North Vancouver Recreation & Culture location. All candidates are required to submit a Police Information Check as a requirement of the position prior to any appointment. Clearance requires the absence of any criminal charges or convictions related to this position.

HOURLY RATES: Based on training and experience, plus 4% in lieu of benefit

CLOSING DATE: Tuesday, April 24, 2018

APPLY ONLINE AT: www.nvrc.ca/employment - Competition #1772

We thank you for your interest in employment with North Vancouver Recreation & Culture and advise that only those selected for an interview will be contacted.