

JOB DESCRIPTION

POSITION:	RECORDS CLERK		
DEPARTMENT:	Council Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543027
HOURS OF WORK:	33.75	GRADE/CLASS:	0.08
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Supervisor, Information & Records, this position will be responsible for the following duties: Will assign file codes, compile and prepare files for both general and Livelink generated files; retrieve, distribute, and replace departmental files including files located in the Clerk's basement vault and the City's off-site storage location; conduct record searches for all departments; track and maintain all records in the Clerk's records management systems; on a weekly basis, will receive and check-in council agenda items into the Livelink corporate management system. Pull all Council-related correspondence and related files for the Agenda Clerk; place document file codes on all incoming correspondence and council-related items; open/close files within the Clerk's records management systems; responsible for the opening logging, and distribution of all incoming mail; responsible for the disposition of all departmental records including the off-site storage facility according to the City's retention schedule; assist in conducting research relative to the Corporate Records Management Program; act as the Records Liaison person relative to the Corporate Records Management Program; assist in all phases of the Municipal Election. Must be able to lift records storage boxes, climb ladders, and operate a scissor lift in storage areas. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency;
- Must have over six (6) months experience in records management and maintaining paper and electronic filing systems;
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment.;
- Must have a minimum typing proficiency of 50 wpm;
- Must have good organizational, planning, inter-personal, research, analytical and communication skills;
- Must have the ability to work independently with minimum supervision;
- Needs to have familiarity with the City's structure and operations;
- Experience in LiveLink electronic filing system would be considered an asset;
- Experience utilizing Microsoft Word, Excel and Outlook is considered an asset.
- Knowledge of the Municipal Elections Act and previous experience with municipal elections would be considered an asset;
- The physical demands analysis associated with this job indicates a light to medium level of work;
- Must complete a post-offer agility test in an effort to assist the successful candidate in completing the position tasks safely and to aid in minimizing injuries on the job.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.