

[Welcome](#)[Contact Us](#)[Job Details](#)[» Login Now](#)[« Back](#)

If you are interested in this position, click **Apply Now** and we will walk you through our Online Application process.

[» Apply Now](#)**Title** Corporate Records Clerk**Department** Office of the City Clerk**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 19-86

Nature & Scope of Work This is moderately complex clerical work in support of the day to day maintenance of a corporate records management system as well as corporate bylaws and agreements, tracking council correspondence and related staff comments. An incumbent maintains all aspects of comprehensive departmental information and records system, performs archival tasks, and provides assistance to other departments on routine matters related to records classification and retention. An incumbent also assembles agenda packages, processes city mail, monitors office equipment and supplies, processes and maintains corporate bylaws and agreements, prepares public notification for public hearings, prepares agenda's for public hearings/meeting following public hearings (and any other meetings as required) and performs a variety of other miscellaneous clerical tasks, including front desk duties as needed, coding all invoices for payment and purchasing tasks. Considerable independence and judgement are exercised within the framework of established policies and procedures. Unusual or policy matters are referred to a superior who reviews performance for accuracy and conformance to established records management practices and procedures.

Required Knowledge, Skills and Abilities

- Sound knowledge of the rules, regulations, practices and procedures governing the city records management and archival operations.
- Sound knowledge of the corporate and departmental records management and archival systems as they relate to the work performed.
- Sound knowledge of the general functions and records management requirements of the City Clerk's Department.
- Sound knowledge of business English, spelling, punctuation and arithmetic and of modern office methods and procedures.
- Sound knowledge of software applications used in the work.
- Ability to classify and code incoming correspondence and maintain a correspondence tracking system.
- Ability to understand, carry out and track council resolutions amending and consolidating bylaws.
- Ability to search for information using various internal sources and to summarize same.
- Ability to provide information and assistance to city departments on procedures related to the corporate records management system and archival operations.
- Ability to perform a variety of clerical tasks such as assembling agenda packages, typing documents, processing mail, and providing routine information to staff and the public.
- Ability to establish and maintain effective working relationships with a variety of contacts
- Skill in operating standard office equipment including a personal computer.

Desirable Training & Experience Completion of the 12th school grade supplemented by some post-secondary courses in records and information management plus sound related experience, or an equivalent combination of training and experience.

Required Licences, Certificates and Registrations A valid Class 5 Driver's Licence for the Province of British Columbia.

Safety Requirements Incumbents are required to follow all applicable Safe Work Procedures, participate in Occupational Health & Safety training, meetings and to report any hazards in the workplace.

Hours of Work 35 hour work week**Pay Grade** 15

Pay Rates \$25.31, 26.36, 27.45, 28.55, 29.74 per hour

Posting Date 4/10/2019

Posting Closing Date 4/17/2019

 **Apply Now**