

**CORPORATE SERVICES DIVISION**  
**(CLERK'S DIVISION – RECORDS & FREEDOM OF INFORMATION – LOCATION – 71 MAIN ST. W.)**

**RECORDS MANAGEMENT CLERK – RECORDS CENTRE - CUPE 5167(INSIDE WORKGROUP)**

**SUMMARY OF DUTIES**

Reports to Manager, Records & Freedom of Information. Performs delivery of records associated with the overall operations of the Corporate Records Centre. Updates and maintains record tracking database ensuring information is readily accessible to Records Management operational team for daily use and for audit purposes. Provides service to staff in support of the off-site Records Management Storage program. Maintains the confidentiality of records and security of Records Centre facility. Provides support and coverage to micrographics section.

**GENERAL DUTIES**

Updates and maintains record centre filing system and maintains confidentiality of information contained in database.

Maintains security of the Records Centre Facility during work day.

Locates, retrieves and delivers files to client departments; accepts new files for storage.

Organizes, completes and files appropriate documentation to track daily activity of storage and retrieval of files/boxes.

Scans, manipulates and accurately links .pdf documents to database. Labels and tracks storage boxes with unique storage identifiers and shelves boxes accordingly.

Relates well and communicates clearly and objectively with client department at all levels.

Lifts, carries and moves boxes of files up to 50 lbs including lifting overhead and crouching down; manipulating boxes on shelving units and carrying boxes using a ladder up to a height of ten feet.

Reports maintenance and security deficiencies to Manager as required.

Maintains clean and tidy Records Centre Facility throughout work day.

Operates equipment such as loft-rolling ladder, lift truck, hand cart and industrial cleaning equipment.

Instructs students hired to support off-site records storage program.

Supports micrographics operation by scanning digital and paper documents; creating and developing film for archival storage.

Supports Clerks Division functions with delivery of packages to members of Council's residence or Customer Service locations, as required.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

**QUALIFICATIONS**

1. Previous records, data and/or inventory management experience, with the ability to perform at a high level of accuracy, acquired through a combination of relevant education and work related experience.
2. Must be physically capable of managing storage boxes with a weight of up to 50 lbs by frequent lifting, standing, moving, lifting boxes overhead and crouching down. Must be able to carry and manipulate storage boxes on a ladder, place and remove boxes on shelves up to a height of ten feet.
3. Able to oversee and effectively maintain confidentiality of records stored in Records Centre.
4. Experience in a computerized environment with sound knowledge and ability to update and maintain file tracking database, with accuracy. Working knowledge of Microsoft Office, including Word, Outlook and Excel.
5. Experience with Acrobat Distiller and Photoshop to create and manipulate .pdf documents.
6. Knowledge in micrographic technology, from production to film developing and including archival storage.
7. Ability to relate well and communicate clearly and objectively with employees at all levels.
8. Experience with manoeuvring through underground loading and delivery areas is preferred.
9. Must hold a valid Class "G" Ontario Driver's Licence.