

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>RECORDS CLERK</b>		
<b>DEPARTMENT:</b>	Development, Projects & Right of Way	<b>UNION:</b>	C.U.P.E. Local 543
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	543277
<b>HOURS OF WORK:</b>	33.75	<b>GRADE/CLASS:</b>	0.08
<b>SHIFT WORK REQ'D:</b>	No		

**DUTIES:**

Reporting to the Manager of Administration, the position will be responsible for the following duties: Will assign file codes, compile and prepare files for both general and LiveLink generated files within the department; Retrieve, distribute, and replace departmental files including files located in the City Hall basement vault and the City's off-site storage location; Conduct searches for by-laws, agreements, deeds, and contracts for engineers within the department; Track and maintain all records in the Engineering Department file management system. Place document file codes on all incoming correspondence; Open/close files within the LiveLink file management system; Responsible for the disposition of departmental records including the off-site storage facility according to the City's retention schedule; Responsible for destruction of documents and files in accordance with the set retention schedule, and logging of such activities; Scanning of documents and records into PDF format for input and retrieval in the file management system; Responsible for the review, organization and tracking of software inventory, including software licence maintenance; Assist in conducting research relative to the Corporate Records Management Program. 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 of experience in Records Management and in a computerized office environment utilizing the Microsoft Office Suite of products, i.e. Word, Outlook, Excel, etc.;
- Must have a minimum typing proficiency of 50 wpm;
- Must have good organizational, planning, interpersonal, research, analytical & communication skills;
- Must have the ability to work independently with a minimum of supervision;
- Proficiency in LiveLink/electronic document management system will be considered an asset;
- Proficiency in EIS and Amanda system is considered an asset;
- Familiarity with the City's structure, operations and services provided through different departments will be considered an asset;
- The physical demands analysis associated with this job indicates a sedentary to medium level of work;
- Must complete a post-offer agility test in an effort to assist the successful candidate in completing the job 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.**