

POSITION: RECORDS CLERK**JOB POSTING #:****DEPARTMENT:** Engineering**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543277**POSTING STATUS:** Regular Full-Time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.08**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$20.99 - \$24.68 per hour**HOURS PER WEEK:** 33.75

DUTIES:

Under the direction of the Manager of Administration, the position is 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 license maintenance; Assist in conducting research relative to the Corporate Records Management Program; Occupational Health and Safety duties as outlined in the Corporate Health and Safety program; other duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma, or Ontario Ministry of Education equivalency.
- Must have over six (6) month's 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 w.p.m.
- Must be able to lift records storage boxes (25-30 lbs.) and climb ladders in storage areas.
- Must have good organizational, planning, inter-personal, research, analytical and communication skills.
- Must have the ability to work independently with a minimum of supervision.
- Proficiency in LiveLink/electronic document management system considered an asset.
- Proficiency in EIS and AMANDA system considered an asset.
- Familiarity with the City's structure, operations and services provided through different departments considered an asset.

POSTING SPECIFICS:

- Posting Period:**
- at 8:30 AM to at 4:30 PM
 - **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**
- Who May Apply:**
- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
- How To Apply:**
- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as noted above.
- Apply To:**
- In person to the Human Resources Department or one of the Customer Care Centres.
 - By faxing your Job Transfer form and resume to the Human Resources Department
- Updated:**
- By Human Resources June 18, 2010.