



Township of
Leeds and the
Thousand Islands

Records Management Clerk

Temporary Full-time

Duration: Immediately to December 1, 2023

Closing Date: June 19, 2023

The Township of Leeds and the Thousand Islands is seeking an individual to join our team in the temporary full-time position of Records Management Clerk.

POSITION SUMMARY

Reporting to the Clerk, the Records Management Clerk will provide assistance with the migration of the Township's documents into a digital format. This position will assign file codes, compile, and categorize records as well as organizing their contents onto an electronic database. The position will play an integral part in the implementation of the Township's Electronic Document and Records Management System.

RESPONSIBILITIES:

- Maintain, develop, and support the deployment of Laserfiche Cloud suite, including document repository, business process automation, and workflows;
- Input all metadata into the Laserfiche Cloud suite to support document and information retrieval;
- Sort, classify, and organize electronic documents following the Records Retention By-law;
- Assist with the administration, communication, and implementation of the Records Management By-law;
- Use discretion for files that are confidential in nature;
- Work outside of regular hours, if needed;
- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*;
- Other duties as assigned.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be a detailed and all-inclusive representation of the duties that may be inherent in this position.

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QUALIFICATIONS:

- Must have an Ontario Secondary School Diploma;
- Minimum 1-2 years related experience in a municipal or office environment or equivalent;
- Must have operating knowledge and training in computer systems/programs in Microsoft Office suite of products;
- Experience with TOMRMS classification system, and Laserfiche Cloud Suite is considered an asset;
- Experience with categorizing records as well as organizing their contents;
- General knowledge of legislation and regulations related to records management;
- Demonstrated ability to exercise discretion and confidentiality;
- Excellent verbal and written communication skills, and interpersonal skills;
- Ability to work effectively in a team environment;
- Ability to work with minimal supervision;
- Excellent administrative, interpersonal, organizational, time management, and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members;
- Acceptable criminal records check and driver's abstract as a continuing condition of employment;
- Valid Ontario G license and access to a reliable vehicle for work-related travel.

The 2023 hourly wage range for the position is \$17.63 to \$20.22 per hour commensurate with experience and qualifications. For more information and to view a detailed job description, please visit the [career section](#) of the Township's website.

please submit your covering letter and detailed resume in confidence to hrmanager@Townshipleeds.on.ca by 4:00 p.m. Monday, June 19, 2023.

The Township is an equal opportunity employer. We thank all candidates for their interest, however, only those selected for an interview will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. In accordance with the Accessibility for Ontarians with Disabilities Act (2005), accommodation will be provided upon request throughout the selection process.