

Records Technician Legislative and Legal Services

Strathcona County is a dynamic and vibrant community, located in Alberta's Capital Region. As a specialized municipality, Strathcona is made up of the urban area of Sherwood Park and a large adjacent rural area of farms, acreages and smaller hamlets. The County is also home to a major regional industrial area.

As one of Alberta's fastest growing communities, Strathcona County manages many exciting challenges. With a focus on social, environmental and economic sustainability, Strathcona County is committed to balancing the unique needs of this diverse community.

Strathcona County understands that our most valuable resource is people: energetic, innovative employees who care equally about providing great service for municipal residents and working with others who strive to be the best they can be on the job. Strathcona County offers employees the opportunity to build rich and meaningful careers and make a difference in the community.

Job Opportunity

We are seeking two temporary Records Technicians to join our team. You are a self-starter with strong communication and interpersonal skills and the ability to think analytically to support departments with records classification, retention and disposition. You have exceptional attention to detail and can apply established concepts, practices and procedures to meet records management requirements while supporting business needs.

In addition to possessing strong computer skills, experience in records management and a municipal setting is an asset. You have the proven ability to discreetly and professionally handle confidential information while managing multiple priorities to meet timelines. Your key responsibilities will ensure efficient and effective records management by:

Responsibilities

- Supporting departments in the classification, retention and disposition of records based on records management policies and procedures
- Understanding how records are used within the business unit and provide advice and assist in determining how to classify and organize records
- Monitoring the filing and retention of corporate records in accordance with the County's records and information management program
- Preparing records for inactive storage, including inventorying and preparing boxes for offsite storage
- Disposing records in accordance with records and information management policies and procedures to meet the compliance requirements of the organization
- Responding to requests and information on records management
- Collecting and providing information for FOIP requests or legal holds

Qualifications

- High school diploma and a minimum of 2 years relevant experience
- Working knowledge of records management and the County's Records and Information Management Program is an asset as is experience in a municipal setting
- Able to think analytically and apply concepts, practices and procedures to problem solve
- Effective in communicating verbally and in writing with others at all levels of the organization
- Exceptional attention to detail and strong organizational skills to meet deadlines and handle shifting priorities
- Strong computer skills including Microsoft Office and database applications
- Able to lift 35 lb boxes and work in storage areas

The hourly wage range for this temporary position is \$20.05 to \$25.06, working 35 hours per week until approximately December 31, 2012.

Competition #001-2012 closes January 13, 2012.

Strathcona County Human Resources
2001 Sherwood Drive
Sherwood Park, AB T8A 3W7
Telephone: (780) 467-7331
Fax: (780) 464-8521
jobs@strathcona.ab.ca

Thank you for your interest in Strathcona County. We contact only candidates selected for interviews.