

RECORDS MANAGEMENT CLERK

PURPOSE:

This position is responsible for maintaining and monitoring the records housed at the Education Centre and through the course of the assigned duties and responsibilities, must ensure the safety and security of confidential information. This includes electronic records of all filing systems, file transfer and storage, file retrieval, and proper recording and preparation of files for permanent storage or destruction.

This position reports directly to the Administrative Services Officer.

DUTIES AND RESPONSIBILITIES:

- ⇒ Organize, maintain, and update the records associated with the Education Centre and the Support Services Centre.
- ⇒ Responsible for implementing, scanning and maintaining EDocs for personnel files.
- ⇒ Update and maintain inventories of all filing systems and archives.
- ⇒ Responsible for the requests for student cumulative records as required and maintaining inactive student cumulative records.
- ⇒ Create new files and records as necessary.
- ⇒ Keep accurate and complete records of filed items.
- ⇒ Locate filed, archived materials upon request, ensuring that materials are given only to authorized users.
- ⇒ Assist in processing information for *Local Authority Freedom of Information and Protection of Privacy Act* requests.
- ⇒ Coordinate the record disposal or transfer for permanent storage in accordance with Administrative Procedure 170 Retention and Disposal of Records.
- ⇒ Perform research and make recommendations for short and long-term records management plans.
- ⇒ Administer all requests for student attendance records and draft letters for signature by the Administrative Services Officer.
- ⇒ Delivery of mail and information from the Maintenance Centre/Support Services Centre to the Education Centre in the morning and afternoon on a daily basis.
- ⇒ Monitor and recommend strategies for records management to ensure compliance with accepted industry standards.
- ⇒ Comply with any and all applicable Board Policies, guidelines and practices, and legislation and regulatory requirements.
- ⇒ Provide receptionist coverage as required.
- ⇒ Perform other related duties as assigned.

QUALIFICATIONS:

EDUCATION, TRAINING & EXPERIENCE:

- ⇒ Typically the required knowledge, skills and abilities are obtained through successful completion of Grade 12 coupled with post-secondary education in Records Management or Office Administration.

REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:

KNOWLEDGE, SKILLS & ABILITIES:

- ⇒ Working knowledge of principles and procedures used in maintaining and controlling a complex filing system including knowledge of the use of electronic document management systems, document imaging software, document scanners, and other associated hardware and software.
- ⇒ Ability to maintain accurate records and thorough documentation.
- ⇒ Ability to perform research and make appropriate recommendations to the Manager.
- ⇒ Knowledge of and ability to operate within Board policies and procedures.
- ⇒ Knowledge of the *Local Authority Freedom of Information and Protection of Privacy Act* and Regulations.
- ⇒ Ability to understand and carry out oral and written instructions.
- ⇒ Working knowledge of current technology and software associated with the duties and responsibilities of this position.
- ⇒ Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.
- ⇒ Ability to establish and maintain effective working relationships with all staff, students and the public demonstrating tact and diplomacy.
- ⇒ Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of Board operations as well as staff and student information.

ADDITIONAL INFORMATION:

- ⇒ Will be required to lift 25 to 30 lbs.
- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required
- ⇒ Must participate in applicable safety training, work-related professional development, in-service, or courses of study.

CONCLUSION:

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements of the position change.

**SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION EMBRACES THE
FOLLOWING VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

Saskatchewan Rivers Public School Division Employees are expected to be exemplary role models at all times.