



**TOWN OF CRESTON
EMPLOYMENT OPPORTUNITY
RECORDS MANAGEMENT CLERK
CORPORATE SERVICES**



The Town of Creston is now accepting applications for **one (1) Part Time Term Records Management Clerk** employment position in the **Corporate Services Department**. Employment conditions and wage for this position will be as per the current Collective Agreement between CUPE Local 2092 and the Town of Creston. The wage for this position will be \$35.04 per hour. This is a two-year term, part time position (18 hours per week).

The Records Management Clerk will assist Corporate Services with the transition to an Electronic Records Management System (Laserfiche). The position will primarily involve scanning archived records and filing them in the electronic filing system. The Clerk will ensure that archival and permanent files are captured and filed in accordance with the Town's file and retention schedule. The successful applicant must be a mature, performance-oriented individual with strong organizational and time management skills, and possess the ability to work independently with limited supervision.

DUTIES AND RESPONSIBILITIES:

- Scan and digitize archived records.
- File scanned records in the electronic filing system (Laserfiche).
- Ensure proper document and record naming conventions.
- Assist with coordinating and supporting the migration of records across electronic systems.
- Reviews content and context of files and records to ensure appropriate filing and consistency of records management.
- Maintain accurate and comprehensive records of scanned documents.
- Scan and digitize archived records.
- File scanned records in the electronic filing system (Laserfiche).
- Ensure proper document and record naming conventions.
- Assist with coordinating and supporting the migration of records across electronic systems.
- Reviews content and context of files and records to ensure appropriate filing and consistency of records management.
- Maintain accurate and comprehensive records of scanned documents.
- Other related duties as assigned, as per the nature and scope of the position

MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIREMENTS:

- Grade 12 graduation or GED/CAEC
- Office Assistant Certificate from a recognized post-secondary institution.
- Proficient written and oral communication skills.
- Strong organizational and time management skills.
- Ability to work independently with limited supervision.
- Basic computer proficiency and experience using MS Office (Outlook, Word & Excel).
- Familiarity with electronic records management systems, preferably Laserfiche.

Please submit applications by Wednesday, June 4, 2025 via <https://www.creston.ca/careersjob-opportunities>.

Direct inquiries to:
Marsha Neufeld - Executive Assistant / Human Resources
marsha.neufeld@creston.ca.

We thank all applicants for their interest, however only those applicants being considered for an interview will be contacted.