



**TOWN OF CRESTON
RECORDS MANAGEMENT CLERK
JOB DESCRIPTION**

Job Title: Records Management Clerk	Department: Records Management	Division: Corporate Services
Classification: Schedule 'B' Office Employees, Class 4, Office Clerk/Secretary	Supervisor's Title: Director Of Corporate Services	Date: May 2025

Nature And Scope

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.

Reporting Relationships

The *Records Management Clerk* reports directly to the *Director of Corporate Services* or designate.

Key Responsibilities and Duties

- 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.
- Maintains files and records, inclusive of plans, properties/folios, subdivisions and the reference library.
- Collaborate with other departments to ensure smooth transition to the electronic system.
- Supports ongoing maintenance and clean-up of existing paper filing processes to transition to electronic files and records, in accordance with the Town's practices and records retention requirements.
- Provides general office clerical support as directed, including but not limited to answering telephone calls, photocopying, scanning, emailing, and filing.
- Performs occasional lifting and moving of files and boxes.
- Performs other related work as required.

Required Knowledge, Abilities and Skills

- Proficient written and oral communication abilities.
- 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.

Required Qualifications

- Grade 12 graduation or GED/CAEC.
- Office Assistant Certificate from a recognized post-secondary institution.
- Previous experience in records management or a related field is preferred.

Preferred Qualifications and Experience

- Administrative Assistant Certificate from a recognized post-secondary institution.

General Work Expectations & Conditions

- This is a two-year term, part time position, 18 hours per week, scheduled between 8:30 a.m. to 4:30 p.m. Monday through Friday consistent with the Collective Bargaining Agreement.
- May be required to lift and move heavy materials and equipment occasionally.
- Eyesight must be in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.
- Hearing must be in the normal audio range with or without correction.