

IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Records Clerk (part-time)	
Position Number(s)	Community	Division/Region(s)
71-13294	Yellowknife	Planning, Research and Evaluation

PURPOSE OF THE POSITION

The Records Clerk assists the ATIPP (Access to Information and Protection of Privacy) Coordinator and the Records Technician in the processing of access to information requests and other records management duties as required.

SCOPE

The Records Clerk is located in Yellowknife and reports to the ATIPP Coordinator.

RESPONSIBILITIES

- Assists the ATIPP Coordinator with the processing of ATIPP and other requests for information:
 - Performing searches.
 - Copying and scanning records.
 - Preparing records for disclosure, including severing third party personal information.
- Assists Coordinator and Technician with records management as required, including:
 - Checking box inventory lists for transfer to Record Centres.
 - Working with records management software (DIIMS): entering and linking information about files, boxes and transfers; generating labels and reports; assisting with searches and retrievals.
 - Preparing retrievals to return to records centres.
 - Assisting with sorting backlog as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work independently.
- Ability to follow a work schedule.
- Demonstrated knowledge of records management and familiarity with common records management standards and procedures.
- Knowledge of and familiarity with access to information legislation and procedures.
- Maintains safety, security, and confidentiality when handling personal information.
- Familiarity with MS operating systems, MS Office, internet and e-mail applications
- Familiarity with records management software (DIIMS) or other information management systems.

Typically, the above qualifications would be attained by:

Completion of some postsecondary training in records management or a related discipline and related work experience.

WORKING CONDITIONS

Physical Demands

Must be able to move boxes of records up to 35 pounds (bending and lifting).
No unusual demands other than those associated with reading, data entry or sitting for periods of time (may include eye strain).

Environmental Conditions

No unusual demands, except that old records may be dusty.

Sensory Demands

No unusual demands.

Mental Demands

Must be able to maintain attention to detail to ensure accuracy; routine work may cause mental fatigue.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

