



IDENTIFICATION

Department	Position Title	
Justice	Records Technician	
Position Number	Community	Division/Region
82-15110	Yellowknife	Court Services/HQ

PURPOSE OF THE POSITION

The Records Technician will assist with the management and maintenance of record systems for the NWT Courts and Court Services Division by updating and maintaining court and divisional records schedules, ensuring the confidentiality of records, and facilitate records retrieval, storage, and disposition of court records according to the Court Operational Records Classification System and for divisional records with Court Services.

SCOPE

The position is located in Yellowknife, and reports to the Court Administration Services Manager. The division has approximately 55 employees located in Yellowknife (Headquarters) offices, as well as in court registries in Yellowknife, Hay River and Inuvik.

The incumbent will have responsibility for records created by the NWT Courts (Court of Appeal, Supreme Court, Territorial Court, Youth Justice Court and Justice of the Peace Court) which are managed in a separate Operational Records Management System (ORCS) and are considered the property of the statutorily independent judiciary. Records under this program include the official court record, digital audio recordings of court proceedings and exhibits tendered at trial. The incumbent must possess an understanding of the independent nature of courts and ensure that the integrity and reputation of the courts is not brought into disrepute.

The incumbent will also have responsibility for divisional (GNWT) records and will coordinate divisional records concerns in coordination with the Justice Records and ATIPP Coordinator.

The incumbent must work independently to ensure that both the Court and divisional recorded information management programs are carried out efficiently and effectively

according to relevant legislation, policies, procedures, guidelines and accepted records management practices. Failure to manage records efficiently may result in breaches of records confidentiality and security, information being destroyed before its legal deposition date, and information not being readily available. Further, improper handling of court records may affect the liberty, livelihood or personal life of participants of the court process, the impact of which may not be measurable in a monetary manner.

Because requests for records may come at any time, and because implementation of records system is a difficult and labour intensive process, the incumbent must manage multiple projects and re-prioritize activities, often on a daily basis. As well, the incumbent will be required to deal with a wide variety of clients including judges and senior management, occasionally under difficult circumstances.

The Records Technician will provide support and coverage to other positions within the Administrative Services section as required.

This position holds the following statutory appointments:

- Deputy Registrar of the Court of Appeal
- Deputy Clerk of the Supreme Court
- Deputy Clerk of the Territorial Court
- Deputy Sheriff.

RESPONSIBILITIES

1. To assist in the provision of consistent, effective records management by:

- Providing advice and professional assistance
- Updating the Division's Administrative / Operations records classification system
- Implementing records retention systems
- Ensuring the security of court and division records and the protection of personal privacy
- Ensuring the unique needs of NWT Courts are addressed
- Reporting on the status of records keeping
- Ensuring and assisting in the retrieval of court records in response to internal or external inquiries and of divisional records for Access to Information requests
- Providing individual or small group seminars to assist divisional staff in meeting the needs of the court and divisional records management system.

2. To perform records management, storage, retrieval and disposals for the courts and division by:

- Reviewing active records against approved records disposition schedules
- Ensuring that records for storage are identified and boxed according to future disposition dates
- Ensuring that accurate transfer forms are prepared
- Ensuring that records ready for disposition are boxed and properly listed according to the appropriate record disposition authority

- Facilitating all requests for retrieval of records from the Government warehouse
- Maintaining an up-to-date list and facilitating retrieval of the Departments records held in a long-term storage at the Warehouse
- Maintaining a database of all Department records transactions including retrievals, and dispositions
- Ensuring systems are in place to manage the preservation and retrieval of vital information
- To work with the Department of Infrastructure to ensure the proper transfer, storage and destruction of Department records

WORKING CONDITIONS

Physical Demands

There is frequent physical effort required for this position. The incumbent is expected to spend time using computer, which can cause eye and muscle strain. Heavy lifting of boxes, sitting and standing in uncomfortable positions is required on regular basis. Occasional travel to regional centres will be required.

Environmental Conditions

As associated with a normal office setting. The physical environment generally meets standards for public service workstations. There may be exposure to dust, etc., when dealing with boxes in storage.

Sensory Demands

The incumbent must spend long periods of intense concentrating reviewing data and information.

Mental Demands

There is mental and emotional stress related to the position as the incumbent must reconcile the demands of variety of divisional staff who frequently have conflicting interests regarding records management and who may not want to change the way thing are done. Emotional distress may be encountered infrequently due to the nature of the contents of some court files/exhibits or recordings that must be reviewed for records management purposes.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of standard records classification systems, particularly ARCS and ORCS
- Ability to deliver basic training sessions
- Ability to maintain accurate records and manage paperwork
- Attention to detail
- Strong interpersonal skills including tact, diplomacy and patience
- Familiarity with NWT Court structures and government organization, procedures and protocol

- Ability to work in sometimes difficult situations, i.e.: initiation of new systems and “selling” project
- Experience with using work processing and databases
- Broad understanding of all aspects of court and divisional operations
- Ability to communicate effectively in writing and verbally to a variety of audiences with varying levels of background, knowledge and education
- Ability to analyze issues and suggest appropriate means of action.

Typically, the above qualifications would be attained by:

These areas of knowledge, skills and abilities are usually obtained through successful completion of an undergraduate program at a recognized institute for Certified Records Technician, or a related field, Administrative Records Classification system coursework and at least two years hands on experience in the records management field in either government or other large organization with established records management principles.

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

French language (check one if applicable)

- ☐ French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - READING COMPREHENSION:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - WRITING SKILLS:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: To choose a language, click here.

- ☐ Required
- ☐ Preferred