



EMPLOYMENT OPPORTUNITY



RECORDS MANAGEMENT TECHNICIAN

The County of Vermilion River is seeking a highly motivated person to join our team as **Records Management Technician**. Key qualifications include education in Records Management, Library Management or related field, along with 2-3 years experience in Information and Records Management in a municipal organization. The Records Management Technician will DEVELOP and MAINTAIN a Records Management system for the County and process the required documents for storage and retrieval. This position will report to the Director of Corporate Services and will require a high degree of inter-departmental coordination and superior communication skills. Experience in developing and implementing a system is ideal. Advanced knowledge of Microsoft Office Suite, Adobe, confidential documents and file maintenance principles are essential. The position requires the ability to work with the highest level of confidentiality, attention to detail, influencing, and organization/prioritization skills. You should be adept at working on projects and taking the lead. You must be able to work independently/with minimal supervision, but enjoy collaborating and learning with colleagues and peers.

Key components of the position include, but not limited to:

- Develop a new highly functional Electronic Records Management System
- Maintain an effective, efficient and accurate system for Records Retention, Retrieval and Destruction.
- Assist all departments with developing a consistent process for categorizing and filing both paper and digital files and records.
- Manage boxed documents for storage, historical files, maintain inventory of storage and assist with retrieving stored documents as needed.
- Collect, sort, prepare, scan, label, convert documents, information and records
- Maintain files of Official recorded documents as required by legislation, policy, bylaws and SOP's. Knowledge of such guidelines is essential.

A competitive salary and comprehensive municipal benefits package is available. The successful candidate will be required to provide a criminal record check and drivers abstract. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. Position will be open until a suitable candidate is found. Applications clearly marked: "**CONFIDENTIAL – Records Management Technician**" can be submitted

to: **Human Resources Manager, County of Vermilion River**

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