



Employment Opportunity

Records Management Clerk – Corporate Services

Permanent Full-time – Pay Level 3 (\$51,600-\$65,016)

The County of Annapolis is currently seeking a Records Management Clerk to join our Corporate Services team! This is an opportunity to work amongst the breathtaking natural beauty of the Bay of Fundy shoreline and the lush Annapolis River, where you will be captivated by coastal communities, towns, village, historic properties and stunning parks that are the pride of our county. Annapolis County is an ideal location to live, work and play.

Records Management Clerk shall be responsible for the design, setup, implementation, management and evaluation of the Municipality records management system, prepares and oversees the development and implementation of a municipal-wide records management policy, provides training on a regular basis to all employees, keeps up-to-date on federal, provincial, and municipal bylaws and policies concerning records management, holds and maintains the original of all deeds, leases, agreements, and other legal documents, works with Manager of Information Technology to setup and maintain an electronic records management system, facilitates and coordinates the annual or biennial contract for the shredding of all documents that have been approved by the Designated Officer, works with Director of Municipal Operations to establish an area for the storage of all municipal records, assists the Municipality's Freedom of Information and Protection of Privacy Administrator with the retrieval, collection, collation, copying, and dissemination of municipal records, prepares reports for Municipal Clerk, and carries out other duties and responsibilities as may be assigned from time to time.

Qualifications:

Candidates for this position must possess as a minimum, a diploma or certificate in records management, business or administrative management, or a similar educational program, or a combination of these educational requirements and lived experiences that meet requirements. Additionally, the candidate must have a minimum of two (2) years experience working in a public sector organization where they did records management work, or a private sector firm where they were responsible for overseeing the records management, storage and retrieval of the company's records on a daily basis, with preference given to those whose experience is directly or indirectly working with a municipal or provincial government organization, or a combination of formal experience and lived experiences.

A complete Job description can be found on our website: www.AnnapolisCounty.ca

This employment competition will remain open until the position is filled

Kate McLean, Human Resources Coordinator
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Municipality of the County of Annapolis
PO Box 100 (752 St. George St)
Annapolis Royal, NS B0S 1A0

Applications will not be accepted via Social Media (Facebook)

The County of Annapolis thanks all those for applying but only candidates selected for an interview will be contacted.

www.AnnapolisCounty.ca

