



A great place to work starts with you!

With a population of 32,097, Parkland County offers a range of municipal services and a vibrant mix of agricultural, residential, industrial, and recreational opportunities. This unique rural area is situated on the west outskirts of Edmonton, just 20 minutes from downtown, and stretches over 2438 sq. km. of picturesque landscapes.

Now Hiring: Municipal Records Digitization Clerk (Competition #24-65)

Parkland County has an opportunity for a *temporary, full-time* Municipal Records Digitization Clerk position in the Legislative & Legal Services Department working until approximately October 2025. Reporting to the Senior Legislative Officer, the Municipal Records Digitization Clerk is responsible for digitizing municipal records. This includes accurately scanning, indexing, and storing all documents in a digital format within our electronic management software.

The ideal candidate for this position will have the following:

- A high-school diploma with some post-secondary coursework in Business, Office Administration or related discipline.
- 2-4 years of experience in Records Management and filing systems organization and familiarity with FOIP.
- Proficiency with scanning equipment and software.
- Computer proficiency including Microsoft Office applications and Adobe Acrobat Pro.
- Demonstrated organizational and time management skills with accuracy and attention to detail.
- Possession of a valid Alberta driver's license and satisfactory driving record is required.

The total rewards package for this position includes:

A starting hourly wage of \$28.08 – \$35.05 working a 35-hour work week.

In addition, extended health and dental benefits, access to our confidential Employee and Family Assistance Program, paid sick time, three (3) weeks vacation a year with your birthday off, flexible work arrangements allowing hybrid-remote work options and personal days are offered. Our organization offers access to physical fitness, including an employee on-site gym and lunch exercise programs, a Social Club, a wellness & health committee, and a comprehensive training program with extensive learning and development opportunities. Visit our careers page to view this position's complete Total Rewards Package!

Additional Information

Interested Candidates are Invited to Apply Online at careers.parklandcounty.com by Monday, October 7, 2024 at 4:00 p.m.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. Applications will only be considered through the Parkland County website.

We are committed to fostering an inclusive workplace that welcomes, respects and values the multivariate diversity of current and prospective employees. We strive to provide reasonable access and accommodation throughout the recruitment and employment process. If you have any questions regarding this, please connect with our team at humanresources@parklandcounty.com

