

Job Title: Records Clerk

Requisition ID: 3442

Affiliation: CUPE Municipal

Position Type: Casual

Number of Openings: 2

Bi-weekly Working Hours: As Required

Division/Department: Community Services, RCMP Support Services

Job Location: Fort McMurray

Pay Level: PL6

Rate: \$ \$42.36

COLA*: Bi-Weekly - \$480

Posted (dd/mm/yyyy): 03/22/2025

Closing Date (dd/mm/yyyy): 06/04/2025

Posting Type: Internal and External

*COLA (Cost of Living Allowance) amount listed is based on full-time hours; COLA for casual positions will be prorated based on hours worked.

GENERAL DESCRIPTION:

Under general supervision, the Records Clerk, RCMP provides ongoing assistance to detachment staff and completes the operation of the records retention tasks of the division to ensure accuracy and completeness of the records.

RESPONSIBILITIES:

- Track, distribute, and receive all equipment used by detachment staff.
- Download data as required.
- Process requests and provide requested information to other agencies.
- Review paperwork and redirect to appropriate units.
- Complete all records retention and purge tasks, ensuring to compile, classify, and forward files that do not automatically purge.
- Maintain records management systems, including electronic records, administrative and operational files.
- Create, maintain, edit, store, and retrieve divisional files for access by other staff members.
- Process criminal record checks and record suspensions.
- Assist with orientation and training of detachment staff as required.
- Ensure adherence to all applicable policies/procedures and legislation in relation to records management and retention and all other aspects of position.
- Provide recommendations to changes required to existing work group processes and procedures.
- Respond to phone enquiries and process requests.
- Complete all mail duties as required.
- Provide assistance to other RCMP units as required.
- Perform other related duties as required.

QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to preserve and deal responsibly and professionally with highly confidential information.
- High degree of attention to detail and accuracy.
- Ability to proofread and identify data processing errors.
- Ability to work with complex record retention processes and systems.
- Ability to work independently and to effectively schedule work in order to meet service demands.
- Ability to deal professionally, courteously, and effectively with a diverse range of people, using judgement, tact, and sound decision-making skills
- Ability to establish and maintain cooperative, collaborative, and productive work relationships.
- Proficient in the use of various Microsoft Office programs (Word, Excel, and Outlook).

EDUCATION AND EXPERIENCE:

- High School Diploma or GED Equivalent is required.
- Two (2) years of experience in fast paced, office administration position working with and completing data entry, records management/filing, and word processing.
- Experience working within a policing environment utilizing electronic records management systems and/or CPIC is an asset.

OTHER REQUIREMENTS:

- The ability to acquire and maintain an RCMP enhanced reliability security clearance is required.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible for understanding and actively participating in the RMWB's health and safety management system, and complying with all policies, practices, and procedures. All employees must take reasonable care to protect the health and safety of themselves and others, as well as immediately report any concerns, near misses, incidents, and hazardous conditions to their supervisor.

**To apply: Please visit our website at jobs.rmwb.ca
Current employees must apply through the internal careers site.
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted. Late applications will not be accepted.**