

## MUNICIPALITY OF HURON EAST JOB DESCRIPTION

<b>POSITION TITLE:</b>	Student – Records Clerk	
<b>Department:</b>	Administration	
<b>Reports to (Title)</b>	Clerk	
<b>Job Description last updated on (Date):</b>	<b>February 21, 2023</b>	

<b>POSITION DETAILS</b>	
Position Status (full-time/part-time/seasonal)	Full-Time / Seasonal
Primary Work Location	Town Hall
Pay Method (salary/hourly)	Hourly
Normal Workweek (# of hours)	40 hours / week (8:00 am to 5:00 pm with 1 hour unpaid lunch)
Overtime Status (paid/unpaid/rate/after x# hours)	Time in lieu
Benefits:	OMERS? Yes Group Benefits? No

<b>GENERAL DESCRIPTION (OVERVIEW) OF POSITION</b>	
<b>1.</b>	<b>Scope of position &amp; Key Responsibilities</b>
i.	<p>Document management:</p> <ul style="list-style-type: none"> <li>a. Responsible for scanning and classifying documents.</li> <li>b. Filing and organizing.</li> <li>c. Data input of document information</li> <li>d. Cataloguing of Archival materials.</li> <li>e. Document destruction and confidential shredding.</li> <li>f. Importing of electronic data</li> <li>g. Data entry</li> <li>h. Compliance with the Records Retention Schedule</li> </ul>
ii.	<p>General</p> <ul style="list-style-type: none"> <li>a. Perform support and back up to other staff as necessary.</li> <li>b. Contributes to the development and continuous improvement of policies and procedures to improve efficiency and accuracy of the document management system.</li> <li>c. Work in compliance with the Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes and departmental policies, procedures, practices and operational guidelines, and perform safe work practices.</li> <li>d. Perform other duties as assigned.</li> </ul>

## SECTION A: SKILLS

<b>1.</b>	<b>Knowledge</b>	
<b>a)</b>	<b>Education – minimum education required (e.g.: High School, College Diploma, University Degree, Certificate, etc)</b>	
	<ul style="list-style-type: none"> <li>• Currently enrolled in High School, College or University</li> </ul>	
<b>b)</b>	<b>Formal Training (designation(s) or certification(s)) required:</b>	
	<ul style="list-style-type: none"> <li>• None required</li> </ul>	
<b>c)</b>	<b>Experience - Minimum number of years of related work experience necessary to achieve proficiency on the job.</b>	
	<ul style="list-style-type: none"> <li>• Minimum three month office experience.</li> <li>• Skilled in current software programs including Advanced Microsoft Office and Windows.</li> <li>• Municipal experience considered an asset.</li> </ul>	
<b>d)</b>	<b>Other key skills necessary to achieve proficiency on the job. Examples: time management, organizational skills, leadership, computer knowledge, knowledge of local by-laws, knowledge of municipal statute, knowledge of Ontario Statute, certain licenses, ability to handle certain equipment, dexterity with hands</b>	
	Time Management is critical	Ability to work independently and as part of a team
	Ability to pay attention to details	High degree of Confidentiality
	Computer knowledge/skills	Communication skills
	Proficiency and accuracy in Data entry	Ability to meet deadlines
	Ability to work with constant interruptions and under pressure	Strong initiative and willingness to learn and take on new tasks and responsibilities
	Good organizational skills	Ability to learn new tasks quickly

<b>2.</b>	<b>Decision Making – judgment, problem solving, creativity, initiative and analysis. Describe the following:</b>	
	<ul style="list-style-type: none"> <li>• This position is not empowered to act without Clerk approval with respect to major/complex issues.</li> <li>• Position requires a high degree of accuracy and precision.</li> <li>• Problem solving skills are required in this position.</li> </ul>	

<b>3.</b>	<b>Communication – written, verbal and interpersonal</b> Compassionate, concise and accurate communication is required.
<b>a)</b>	<b>Internal contacts (council, managers, non management staff)</b> <ul style="list-style-type: none"> <li>• Clerk, CAO, Director of Finance-Treasurer, Deputy Treasurers, staff, Department Managers.</li> </ul>
<b>b)</b>	<b>External Contacts (general public, suppliers, government, professionals, boards, etc)</b> Other levels of Government, Government entities, companies, property/business owners and the public.
<b>Nature of the communication:</b>	
<ul style="list-style-type: none"> <li>• Contacts are within the organization and with the public to exchange information;</li> <li>• May answer routine, straightforward questions;</li> <li>• Sometimes required to deal with unclear or imprecise requests for information;</li> <li>• Occasionally required to provide information likely to be disliked by the recipient;</li> <li>• All employees are required to present a professional image and appropriately represent the Municipality.</li> <li>• Communication with difficult people in varying situations can be regular occurrences, and shall tactfully be referred to others when necessary.</li> </ul>	

## SECTION B: EFFORT

<b>1.</b>	<b>Mental Effort – concentration and attention, complexity and analysis required and mental fatigue.</b>
<ul style="list-style-type: none"> <li>• Concentration required at times, some complexity to work, analysis and problem solving.</li> <li>• High level of confidentiality at all times.</li> </ul>	
<b>2.</b>	<b>Physical &amp; Manual Effort, manual dexterity, complexity, volume of work, sensory requirements, and physical fatigue.</b>
<ul style="list-style-type: none"> <li>• Minimal amount of physical fatigue.</li> <li>• Manual dexterity for using computer keyboard.</li> <li>• High volume of work at times.</li> <li>• Minimal to moderate amount of mental fatigue</li> </ul>	

## SECTION C: RESPONSIBILITY

<b>1.</b>	<b>Program Delivery: contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for policies and procedures, responsibility for planning</b>
	<ul style="list-style-type: none"> <li>• Performance of duties has an immediate effect on the provision of programs/services.</li> <li>• Work involves a high level of detail and accuracy.</li> </ul>
<b>2.</b>	<b>Human Resources: personnel policies and procedures, supervision, health and safety, training</b>
	<ul style="list-style-type: none"> <li>• Coordination of tasks with other employees.</li> <li>• Responsible as an employee for health and safety under the Occupational Health &amp; Safety Act.</li> </ul>
<b>3.</b>	<b>Material &amp; information resources – equipment, property, data records and software, confidentiality</b>
	<ul style="list-style-type: none"> <li>• Responsible for storage and maintenance of routine and non-confidential material or information.</li> <li>• Uses small equipment safely.</li> </ul>
<b>4.</b>	<b>Financial Resources – budgets, treasury, accounting and confidentiality</b>
	This position is involved in non-confidential and confidential financial data.

## SECTION D: WORKING CONDITIONS

<b>1.</b>	<b>Physical surroundings and hazards</b>
	<ul style="list-style-type: none"> <li>• Works in an open-concept, standard office setting with a reasonable amount of predictability.</li> <li>• Minimal exposure to hazards.</li> <li>• Minimal risk of injury.</li> </ul>
<b>2.</b>	<b>Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption</b>
	<ul style="list-style-type: none"> <li>• This position requires a great attention to detail.</li> <li>• There is a moderate amount of flexibility required as new information/tasks can occur.</li> <li>• Excess hours are to be pre-approved</li> </ul>

## SECTION E: APPROVAL

<b>Employee Approval</b> <b>I have reviewed the above job description and agree it is accurate and complete.</b>	
Name	
Signature	
Date	

<b>Supervisor Approval</b> <b>I have reviewed the above job description and agree it is accurate and complete.</b>	
Supervisor Name	
Supervisor Signature	
Date	

<b>Next Level of Supervision (If applicable)</b> <b>I have reviewed the above job description and agree it is accurate and complete.</b>	
Supervisor Name	
Supervisor Signature	
Date	