



EMPLOYMENT OPPORTUNITY **LAC LA BICHE COUNTY**

Records Analyst **Full-Time Permanent Position**

Under the direction of the Records Management Coordinator, the Records Analyst is responsible for performing complex analytical or interpretive tasks and will apply technical skills with minimum supervision.

This position is responsible for providing customer service for the organization including requests for information, analysis, and Records and Information Management (RIM) services to meet business objectives.

In addition, this position will perform other duties as assigned by the Records Management Coordinator and the Manager of Legislative Services.

Responsibilities:

Assist with records management related activities and projects as assigned:

- Collect and assess data, prepare reports, spreadsheets, and other documents as required.
- Perform digitizing activities while applying industry quality standards, in accordance with established procedures.
- Label file folders, rearrange files, and add documents to file folders.
- Index files that are ready to be sent to inactive records storage or other storage locations.
- Maintain tools to track work and report to supervisor.
- Run de-duplication reports on shared drives.
- Assist in implementing new folder structure in department shared drives.

Respond to records-related requests by internal clients:

- Search, locate, retrieve, deliver, and re-file records through established procedures and systems in a timely manner.
- Assist in maintaining charge-out system of physical records and ensure records are returned in a timely manner.

Assist with the implementation of the RIM program:

- Assist in the development, implementation, and utilization of a classification and retention schedule consistent with the county retention bylaw.
- Classify and process records according to RIM procedures.
- Assist in providing RIM policy and procedure recommendations to management.
- Assist the Records Management Coordinator in providing RIM program, policy, and procedure training to County staff.

Process physical inactive records for storage following established procedures and guidelines:

- Analyze boxed records to determine transitory documents, and retain official records.
- Process physical records for off-site storage or archiving in accordance with established procedures.

- Update mechanisms used to track inactive physical records
- Perform basic records center operations.

This position will act as a back-up to the Project Clerk:

- Receive, distribute and track incoming mail.

Qualifications:

- Minimum two years' post-secondary education required, with study in a RIM-related field a definite asset.
- Records and Information Management training required, or in progress towards completing a minimum of an introductory level program.
- Minimum two years' experience working in an office environment required.
- Minimum one year of records and information management experience required.
- Previous municipal government experience is a definite asset.
- Understand and apply the fundamental elements of a Records and Information management program.
- Knowledge of retention guidelines and relevant records, and knowledge of information management technology applications.
- Understand and comply with Lac La Biche County's safety policy, safe work practices, procedures, rules, and any occupational health and safety legislation.
- Strong organizational skills; attention to detail and accuracy.
- Strong communication and interpersonal skills, written and verbal.
- Strong research, problem-solving, and decision-making skills.
- Ability to work in teams and achieve organizational goals.
- Ability to set personal goals and produce consistent, timely, and accurate work.
- Ability to gather and analyze quantitative and qualitative data.
- Proficiency with Microsoft Office programs, especially Word, Excel, and Outlook.
- Proficiency with relational databases and/or Electronic Document and Records Management (EDRM) systems.
- Must submit a Driver's Abstract, Criminal Record Check, Child Welfare Check and Medical Assessment that meets the satisfaction of the County.

Salary range is \$53,566.16 to \$66,957.70 annually

- Lac La Biche County offers a comprehensive and competitive benefits package, including a pension plan.
- Competition number: 49-RA-16
- Closing date: Open until a suitable candidate is found.

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679

Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: hr@laclabichedcounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.