



St. Clair Region Conservation Authority

Job Posting

Bring your enthusiasm and energy to the St. Clair Region Conservation Authority. This position will provide an excellent opportunity to gain experience and practice your exceptional professional and customer service skills in meeting the needs of our customers.

Position Title: **Records Management Clerk (JCP1)**

This is a position through the Job Creation Partnership Program. In order to be eligible for this position, participants must either be collecting EI benefits or have collected EI benefits in the last 3 years (5 years in the case of maternity/paternal leave) and currently be unemployed.

Number of Positions: 1

Position Commences: As soon as possible for a maximum of 42 weeks

Location: Strathroy

Wage: \$13.00/hour

Hours per Week: 35

Driver's Licence Required: Yes

Automobile Required: No

Educational Background: University/College degree in records/information management/business or equivalent experience

Working Conditions: Indoor

Physical Demands: Sitting at a computer

Duties:

- Scanning and indexing of Planning and Regulations records into a document management system
- Provide guidance and assistance to the technical team and staff for digital document archiving
- Develop workflows for documents for the Planning and Regulations departments
- Work with staff to develop and modify document templates to ensure accurate automated data capture (OCR) for the document management system
- Develop, document, make recommendations, and communicate plans for best practices for document management and archiving

Please send a resume and covering letter by December 10, 2017 noting this position and code to:

St. Clair Region Conservation Authority

205 Mill Pond Crescent

Strathroy, ON N7G 3P9 or

Fax: 519-245-3348 or

Email: jobs@scrca.on.ca

We thank all applicants for their interest. However, only those selected for an interview will be contacted. The St. Clair Region Conservation Authority is an Equal Opportunity Employer.