

Employment Opportunity – Term Position

RECORDS MANAGEMENT CLERK

Mackenzie County is currently inviting applications for the Records Management Clerk position. The primary location for this position will be in Fort Vermilion, however the individual may be required to work in other areas of the municipality as per operational requirements. This is a full-time unionized position with a 40 hour work week (8 hours per day) Monday to Friday. This is a term position which will commence in January 2025 and end approximately March 2026.

Reporting to the Manager of Legislative and Support Services, the successful applicant will be responsible for:

- Efficient and effective administration of electronic and paper-based information;
- Filing, archiving and retrieval of documents in accordance with any relevant standards or regulations;
- Maintain filing systems to meet administrative, legal and financial requirements;
- Respond to internal and external requests for information;
- Assist with processing of requests for information under the *Freedom of Information and Protection of Privacy Act*.
- Other duties as required.

Requirements for this position are:

- Post-Secondary Degree in a related field (i.e. Records Management Diploma)
- Three years related experience in a clerical position;
- Proficient knowledge of Microsoft Office Programs;
- Knowledge of the *Freedom of Information and Protection of Privacy Act*;
- Strong attention to detail and a high degree of accuracy;
- Strong communication skills, organizational skills, and time management techniques;
- Capable of heavy lifting;
- A valid class 5 driver's license;
- Evidence of successfully passing a police *Criminal Record Check*;

Salary Range: \$53,227 - \$70,990 per annum. Mackenzie County offers a Comprehensive Benefit Package.

Competition will remain open until a suitable candidate is found. Only those candidates selected for an interview will be contacted.

Please forward all resumes and applications to:



Mackenzie County

Sarah Martens, Human Resources Coordinator
Mackenzie County
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