



Lac La Biche County
welcoming by nature.

SUMMER EMPLOYMENT OPPORTUNITY **LAC LA BICHE COUNTY**

Records & Information Management Summer Student

Full Time Summer Position, based on a 35 hour work week

Under the direction of the RIM Supervisor, the Records Student will perform basic routine records information management functions as assigned.

The Records Student will be responsible for the accurate preparation, digitization, and quality assurance of source records in accordance with the County's records information management program and records manual. This is an entry level position for a student interested in pursuing a career in Information Governance, Privacy and Security, Information Technology or Municipal Administration.

The Records Student will have the ability to perform physical tasks, as assigned, and lift boxes up to 35lbs under ideal conditions.

Responsibilities:

- Perform routine basic records center operations in accordance with established RIM/IG Procedures.
- Capture and store records and information in accordance with county policies and procedures.
- Perform imaging, digitizing, activities in support of the RIM/IG program following established procedures.
- Perform physical file maintenance tasks, including interfiling and identification labels to maintain and ensure records integrity.

Qualifications:

- Grade 12 High School Diploma, preferably pursuing education in records information management, municipal or business administration, or information security;
- Previous records and information management experience is an asset;
- Previous experience in municipal government is an asset;
- Integrity and confidentiality.
- Computer-based tools and application program interfaces, (e.g., Microsoft Office suite)
- Accurately perform work to meet objectives and pay close attention to detail.
- Office and scanning equipment operations and how to operate basic imaging hardware and software.
- Evaluation and preparation techniques for source documents.
- Filing procedures, lateral filing, color coding and label applications.

- Imaging/scanning software requirements, process procedures and standards for consistent capture.
- Quality control procedures for image validation.
- Apply industry standards for quality control and quality assurance.
- Conversion techniques for records into electronic format.
- Records centralized storage equipment operations, safe work practices, and security procedures.
- Ability to utilize software and available technology to capture, identify, locate and document records and information accurately.
- Ability to compile, collect, categorize, organize, identify and apply quality control and assurance procedures to documents.
- Report project status to RIM Supervisor.
- Report problems as they arise.
- Use, operate and perform basic maintenance of equipment and imaging software.
- Prepare documents properly for “batch” capture and verify image quality.
- Verify images are routed to the correct location in the electronic repositories.
- Proofread to ensure accuracy of entered data, metrics, and reports and correct deficiencies.
- Communicate appropriately for the task, orally and in writing
- Access and transmit documents and records securely
- Physically able to carry boxes weighing up to 35lbs
- Successful candidates will be required to provide a criminal record check and a driver’s abstract.

Tentative employment for this position will be from May until completion of season.

Salary range: \$20.39 to \$23.20 Hourly

- Competition number: **SS10-RIM-20**
- Closing Date: **February 27, 2020**. Applications received after **February 27, 2020** will be considered after the preliminary round of hiring has taken place and only if a second round of interviews is required.

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.