Kwanlin Dun First Nation

A. Position Title: Records Management Clerk

Department: Executive Council Office

Supervisor: Manager, Records Management and Technology

Date: August 2022

B. Job Summary:

Reporting to the Manager, Records Management and Technology, the Records Management Clerk is responsible for supporting all departments to manage records through the stages of the information lifecycle in accordance with the records governance policies at KDFN. Hands on processing and planning of records classification, storage, imaging, collaboration disposition and archival selection is a major element of this role. The Records Management Clerk will also work with KDFN departments to manage their records by providing coaching, guidance and training. The Records Management Team is a partner for success of all the KDFN departments through supporting effective records and information management.

C. **Main Duties:**

- Reviewing current and historical records and documents, sorting by originating department, business unit, and/or functions.
- Classifying documents according to the KDFN Records classification Scheme.
- Provide hands on support and guidance to individual or small groups of KDFN employees on how to identify, capture and manage the business records they create either in paper or electronic form.
- Indexing records using a computer inventory list (spreadsheet) or database, including assigning classification codes, date ranges, departmental owners and other metadata where applicable;
- Oversee the transfer of hard copy records from departmental offices and offsite storage locations to the centralized records and archives vault.
- Oversee the management of files in storage, including filing, boxing, allocating space, updating databases and lists, and preparing records for disposal in compliance with approved records retention and disposition schedules;
- Performing target searches, as required, for records (e.g. reports, agreements) in support of KDFN departments;
- Responding to charge-out requests from departments, retrieving records from storage, tracking file circulation, refiling records when returned;
- Imaging (scanning) records for circulation, protection and in support of projects to transition records management from paper to electronic
- Working with departmental staff on improved records management processes, policies, procedures, systems and best practices that comprise a comprehensive records program for the KDFN government;
- Participate in team planning and capacity building through process improvement, identifying risks, opportunities, and issues.
- Other assigned duties dictated by program requirements.
- Occasionally provide guidance and work with temporary or AOC staff for special projects.

D. Education and Experience:

- Post-secondary education in Records Management, Office or Business Administration or a related discipline;
- Experiencing supporting others to successfully follow processes and governance
- Experience working in an office setting;
- Experience using Microsoft software inclusive of Microsoft Word, Excel, and Outlook;
- Experience working with databases is an asset; and
- Knowledge of Kwanlin Dün First Nation history and governance structure is an asset.

Interpersonal Skills:

- Proven ability to work effectively as part of a team;
- Ability to quickly understand business processes and the role that information has in supporting them.
- Proven ability to work independently, completing assignment tasks and meeting established deadlines;
- Demonstrated commitment to understanding the needs of clients and providing excellent service.
- Commitment to communicate with colleagues in a tactful and respectful manner;
- Effective analytic and problem-solving skills;
- Proven ability to maintain strict confidentiality;
- Proven reliability and punctuality; and
- Proven attention to detail and ability to exercise good judgment.

E. Key Personal Contacts and Nature of Contacts:

Contact	Nature of Contact
Supervisor	Receiving direction and instruction, establishing priorities and deadlines, reviewing quality of work, joint problem solving. Providing advice and guidance for continuous improvement of RIM program design and delivery.
Records Management Team Members	Working collaboratively on records initiatives, exchanging ideas, receiving instruction and information. Providing advice and guidance for continuous improvement of RIM program design and delivery.
Departmental Staff	Providing records management support and instruction, exchanging information regarding records management requirements; undertaking department-specific records projects. Ask questions to understand the work context of records that are created by departments, and finding creative solutions to records management challenges.

F. Direction/Decision Making:

The Records Management Clerk oversees retention and disposal of records, as governed by approved records retention and disposition schedules and procedures. The Records Management Clerk determines and provides guidance to staff on records classification and appropriate RIM actions based on RIM program elements. The guidance and hands on records management judgements made by the RM Clerk have a direct impact on KDFN information and its ability to support the KDFN organization.

Confidentiality is a core requirement of successfully performing the RM Clerk role. This principle is important for all KDFN records, and particularly important when dealing with personnel and

confidential files and records containing sensitive information.

The Records Management Clerk is responsible for working collaboratively with other staff members, seeking information from departmental staff in order to properly address records management projects and for seeking direction and advice from the supervisor in terms of protocol, schedule requirements, and priorities.

G. Impact and Accountability:

The Records Management Clerk works as part of a team responsible for supporting the Government's records management performance, promoting organized and well-maintained records collections as required. This requires appropriate and timely creation of electronic documentation and indexing of records to enable search and retrieval.

The Records Management Clerk plays an important part of supporting the internal and external compliance requirements for KDFN. The incumbent will help our departments manage information in a way that it is available to support our work, as well as provide an important part of our organizational risk management.

H. Positions Supervised:

- None

I. Working Conditions:

The position is located in a normal office environment. The position will be required to work in the file room and/or off-site storage facilities, alone at times. The majority of each work day will be spent sorting, reviewing and categorizing records and entering information into the inventory spreadsheet/database. The position requires some physical activity and physical discomfort with respect to the lifting and carrying of file boxes, performing keyboarding activities in front of a computer, resulting in the possibility of muscular pain and fatigue. The incumbent must have the ability to lift and carry boxes weighing up to 25 pounds. When working with paper records, the incumbent will be directly exposed to dust and other contaminants. Personal safety equipment (e.g. Tyvek suits, gloves and masks) may be required.

J. Conditions of Employment:

Employees are expected to follow the guidelines in a collegial and cooperative manner, creating a team approach in their duties for KDFN's future success.

- Satisfactory pre-employment criminal records check;
- Signed Conflict of Interest Declaration and confidentiality agreement;3
- Automatic payroll-deduction of financial obligations owed to KDFN is a prerequisite to employment by KDFN government for all positions; and
- Strict adherence to confidentiality standards is required when dealing with personal and confidential files and records regarding sensitive issues or personal information of citizens/staff.

K. Position Approval:

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. It has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

Supervisor: I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.	**Incumbent** (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.
Signature:	Signature:
Date	Date

Manager, Human Resources: (Comments)	**Executive Director**: I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.
Signature:	Signature:
Date	Date