



Metro Vancouver – Join us in our commitment to provide services and solutions to one of the world's most liveable regions. We deliver service excellence in the areas of regional growth planning, air quality, water, liquid and solid waste management, regional parks, affordable housing, and community engagement to over 2.4 million residents. We invite you to bring your skills, passion, and expertise to help us in our commitment to sustain and enhance our region's liveability. We offer competitive salaries; excellent benefit packages; a municipal pension plan; employee wellness programs; and varied opportunities for professional growth and development. *Our Water Services Department is currently seeking a:*

Records Clerk
(Full-Time Temporary)
(This position to last not later than December 31, 2016)

DUTIES:

Checks the coding and classification of records and files from all sections of a large department to maintain consistent coding of department records in the computerized corporate records classification system; corrects coding and classification errors and enters same.

Maintains and updates the coding and classification of the department's records; determines file content summaries according to corporate records classification standards.

Provides direction to department staff on the proper classification of the department's records.

Searches the corporate records classification system to determine all information and locations thereof to facilitate responses to a wide variety of inquiries.

Files records according to corporate retention standards; moves files and file boxes as required.

Searches and provides materials stored in the department as requested by the Library.

Performs related work as required.

REQUIREMENTS:

Completion of Grade 12 supplemented by introductory courses related to records management and sound related experience, OR an equivalent combination of education and experience.

Considerable knowledge of the computerized corporate records coding and classification procedures related to the work.

Sound knowledge of the functions of the sections of the department.

Ability to review records related to the work and determine appropriate corporate records classification codes, information summaries and retention periods.

Ability to deal effectively and courteously with others, to provide information and explain corporate records coding and classification procedures related to the work.

Ability to maintain sustained attention to detail.

Ability to operate standard office equipment including a computer.

Ability to perform physical tasks requiring bending, standing for long periods and lifting boxes.

Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by July 25, 2016.

While we greatly appreciate all the replies we receive, regretfully only those selected for an interview will be contacted.