



**WESTBANK  
FIRST NATION**

*Community. Leadership. Pride.*

## **WESTBANK FIRST NATION** Employment Opportunity

THE FOLLOWING POSITION IS AVAILABLE WITHIN WESTBANK FIRST NATION. IN ACCORDANCE WITH SECTION 20.1 OF THE WFN CONSTITUTION AND SECTION 3.1 OF THE WFN PERSONNEL POLICY, PREFERENCE WILL BE GIVEN TO QUALIFIED WFN MEMBERS WHO APPLY FOR THIS POSITION.

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**TITLE: Records Technician**  
**MINIMUM SALARY: Commensurate with Experience**  
**DEPARTMENT: Council Secretariat**  
**TERM: Full-Time**

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### **POSITION SUMMARY:**

The Records Technician is responsible for building online forms and automating Westbank First Nation (WFN) processes, training users to refine their skills in the WFN document repository, and assisting staff in finding and managing records. This position offers room to grow in the world of digital automation and configuring software.

### **DUTIES AND RESPONSIBILITIES:**

- Performs imaging and digitizing activities in support of the Records and Information Management (RIM) Program and project objectives
- Operates the scanning equipment to produce quality, readable imaged files efficiently and consistently by following established procedures and quality control measures
- Prepares and classifies documents for scanning
- Scans and indexes documents using the Electronic Document Management System
- Ensures data consistency by following established data entry practices and conventions
- Updates and maintains paper and electronic files to ensure integrity and accessibility of documents as well as routing and distributing documents
- Evaluates, processes, and distributes incoming and outgoing mail, and originals that need to be retained
- Performs with competency the operation and routine maintenance of the scanners and associated equipment.
- Performs routine tasks in order required and pays attention to detail and accuracy
- Identifies conflicting task instructions and notifies supervisor
- Supports all staff in learning to use the Electronic Document Management System by demonstrating proficiency in using the system, providing training, on call assistance, and responding to questions from end users or redirecting to subject matter experts as appropriate
- Identifies, documents, and provides input to management related to business processes to improve the quality of the RIM program
- Creates and maintains procedures, guidelines and standards
- Provides advice and assists other departments in establishing and maintaining their records in a manner consistent with the centralized record system
- Applies written and oral instructions consistently
- Performs all duties and responsibilities in accordance with the WFN policies, standards and procedures, and as directed by the Records and Information Management Supervisor
- Keeps record storage areas organized, clean and neat
- Maintains adequate security and confidentiality on all matters relating to the affairs of WFN
- Performs other duties and responsibilities as necessary in the performance of the position, and as assigned by the Records and Information Management Supervisor

### **QUALIFICATIONS, KNOWLEDGE, AND EXPERIENCE:**

- Relevant diploma or a combination of a Records and Information Management Certificate and several years records management experience.
- Prefer one to two years' experience with digital imaging scanners. Knowledge and experience with imaging, storing, arranging, indexing and classifying records is preferred
- Typing speed of 40 WPM
- Friendly, personable, and professional
- Requires strong all around computer skills including working knowledge of desktop office software (Windows) and demonstrated competency in proofreading
- Ability to work quickly and efficiently
- Must have the ability to work independently or within a team
- Ability to extract information from documents
- Attention to detail and ability to apply written and oral instructions consistently
- Will be required to sit/stand for extended periods of time focusing on the task in front of them
- Must be able to lift standard record boxes (typically 35 to 50 lbs.) not to exceed government or labor requirements. Reasonable accommodations will be made for qualified individuals with disabilities.

A competitive salary and benefits package is offered. Further information can be obtained at [www.wfn.ca](http://www.wfn.ca) by navigating to the Human Resources page (*Departments>Human Resources*) or by visiting the *Employment Opportunities* tab located in the top right-hand corner of the homepage.

Interested applicants should email an [application form, cover letter, and resume](#) by **Friday, December 8th, 2017**. **Please reference #17-30 and indicate clearly in your covering letter where you saw this posting and how your experience and qualifications meet the requirements of the position.**

**\*Incomplete and/or late submissions will not be accepted\***

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