

## Assistant Clerk

### 15 Month Contract

Welcome to Ramara Township, located in Central Ontario, just 90 minutes from the GTA. Nestled by Lakes Simcoe and Couchiching, we offer access to beautiful parks, beaches, and trails. We value our employees and promote a positive, collaborative workplace. Benefits include health coverage, an OMERS Pension plan, paid time off, and flexible work arrangements. Join us in making a difference in the community by applying for the 15 Month Contract Assistant Clerk position. We look forward to your application!

#### Core Responsibilities

- Provide administrative support to the Legislative Services Department. Responsible for the development, implementation and maintenance of the corporate records management system according to TOMRMS – (The Ontario Municipal Records Management System).
- Develop, maintain and train all staff on the Electronic Records and Information Management System, as well as perform the FOI -Freedom of Information functions and duties under MFIPPA - Municipal Freedom of Information and Protection of Privacy Act.
- Cemetery administration.
- Classify, file, and retrieve records according to TOMRMS and municipal retention schedule and creates new files as needed.
- Update annually, amend and comply with retention schedule and prepare documents for shredding/destruction/archive transfer.
- Manage Electronic Records and Information Management System, scan and upload documents, and maintain database of records.
- Organize the file room vault and ensure record integrity is maintained.
- Coordinate with departments to manage onsite and offsite records and require the centralized filing of records.
- Coordinate with County Archives items for records transfer and to request information for staff.
- Regulate and enforce compliance of the records and information management system to ensure corporate-wide standardization.
- Respond and educate staff on records and information management matters.
- Develop, recommend and implement policies, procedures and best practices associated with records management.
- Responsible for training new staff in general records management (MFIPPA), EDRMS usage and routine disclosures.
- Participate in and act as a liaison with other external municipal records management staff and/or formalized groups on commonalities concerning records management.
- Perform the functions and duties under MFIPPA - Municipal Freedom of Information and Protection of Privacy Act.
- Process information requests.

- Respond to requests from staff and public on FOI matters.
- Ensure appropriate balance is maintained between access to information and protection of personal information.
- Answer questions regarding RDAD - Routine Disclosure and Active Dissemination.
- Prepare annual MFIPPA Report for the province.

#### Experience

- Completion of a Two (2) year College program preferred
- Two (2) years of experience working in Records Management
- Two (2) years of experience in a Municipal Environment
- Proven ability to exercise discretion, good judgement, diplomacy and a high level of confidentiality
- Proficiency in Microsoft applications

#### Qualifications & Skills

- Strong verbal and written communication skills
- Proficiency with records management software (e.g., Laserfiche or similar systems).
- Sound knowledge of records management laws such as MFIPPA
- Strong understanding of confidentiality requirements, particularly when dealing with sensitive or personal information.
- Familiarity with document management systems (DMS) and electronic content management (ECM) tools.
- Basic knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)
- AMCTO Municipal Administration Program considered an asset.
- Meticulous in reviewing documents, policies, and legal materials to ensure accuracy and compliance with regulations.
- Must have working knowledge of MS Office (Word, Outlook, Excel, Power Point)
- A valid Ontario Driver's License is required, and applicants will be required to submit a Criminal Reference Check to pass their probationary period.

#### Salary

\$36.52 - \$42.72 / hour

#### Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled "**Contract Assistant Clerk**" addressed to Brittany Wilson, CHRP, Director of HR/H&S/Recreation and submit to [hr@ramara.ca](mailto:hr@ramara.ca). Please be advised, this posting will remain open **until July 27, 2025**, at 4:30 p.m.

*We collect information for job applications under Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act. This information helps us decide if you are eligible for employment. The Township of Ramara is committed to creating an inclusive and barrier-free environment, and we will provide support at every step of the hiring process. If you need any assistance to participate fully in the recruitment process, please let Human Resources know. Thank you to all applicants. Only those selected for an interview will be contacted.*