



**GRANT WORKER – RECORDS CLERK  
(Temporary)**

*Immediately to August 30, 2019  
Up to two (2) positions*

**Competition #:** 63-COV-19  
**Closing Date:** May 16, 2019  
**Rate of Pay:** \$17.00 per hour  
**Days/Hours:** Monday to Friday / 35 hours per week

**This position is in accordance with CUPE Local 626 - Grant Workers**

Reporting to the Deputy Corporate Officer, Manager of Legislative Services, the incumbent is responsible for assisting in the coordination of converting the City of Vernon records from paper to a digital format as part of the Electronic Document Records Management System (EDRMS) Project.

**Duties:**

- Prepares documents (removal of staples, sticky notes, duplicates) for efficient entry into Laserfiche EDRMS system.
- Scans and converts paper documents to digital version of a tiff or pdf file format in accordance set by the ISO (International Standards of Operations) quality standards.
- Maintains high degree of quality control such as image quality checks and removal of blank pages.
- Ensures proper naming conventions and applies relevant indexing and metadata to the images.
- Prepares scanned documents for destruction per established procedures.
- Maintains confidentiality of all information.

**Required Education And Experience:**

- Grade 12 or equivalent.

**Preferred Education And Experience:**

- Courses and/or experience in filing, library services, or records management systems.

**Preferred Knowledge, Skills And Abilities:**

- Proficient in using computer programs, scanning equipment and other office equipment.

- Excellent organization skills with a high attention to detail.
- Ability to be flexible and work independently and/or in close cooperation with a peer.

### **Conditions of Employment:**

This position is funded through the Government of Canada's Canada Summer Jobs Program, and as such, candidates must meet the following eligibility requirements of the program:

1. Are between 15 and 30 years of age (inclusive) at the start of employment;
2. Are a Canadian Citizen, permanent resident or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and;
3. Are legally entitled to work according to the relevant provincial / territorial legislation and regulations.

*\*International Students are not eligible. Recent Immigrants are eligible if they are Canadian Citizens or Permanent Residents*

### **TO APPLY:**

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using **one** of the following methods:

- Online at [www.vernon.ca](http://www.vernon.ca) (In MS Word or PDF Format) or
- By Fax: (250) 550-3551

Internal applicants are asked to complete the on-line *Application for Internal Posting* form located on Jostle and forward this along with a resume.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. No phone calls please!