



## **The Corporation of the Town of Aylmer**

### **Administrative Records Assistant (4 month contract)**

The Town of Aylmer is a progressive and growing community strategically positioned in the heart of Southwestern Ontario. The Town is inviting applications for a well-organized and resourceful individual to join the Legislative Services Department in the role of Administrative Records Assistant.

The successful candidate will provide administrative support to the Town's record management and business process systems in a collaborative environment. Under the direction of the Deputy Clerk/ Manager of Information Services, responsibilities will include:

#### **Key Responsibilities:**

- Provide general administrative support to Clerk's office, as required, to ensure deadlines and objectives are achieved;
- Maintain the Corporation's inactive and archival records within the Records vault; provide records retrieval services for all Town departments; manage the physical transfer of records to and from Town buildings;
- Assist with administration, implementation, and communication of the Records Management By-Law ensuring that service areas adhere to the policies and procedures associated with the retention and disposal of records;
- Maintain, troubleshoot, develop, and support the deployment of Laserfiche Cloud suite, including document repository, business process automation, and workflow;
- Assist with audits to assess compliance with records management policies, procedures and practices;
- Provide support to senior staff through other related duties as assigned.

#### **Skills and Experience**

- Proficiency with electronic applications for records management and business processes automation.

- Self-motivated with an ability to work independently with minimal supervision
- Proficiency in Microsoft Office (Word, Excel, Outlook), and administration of Electronic Document and Records Management Systems.
- Experience with Laserfiche, Wordpress, business process analysis, and process automation deployment would be considered an asset.
- Working knowledge of municipal legislation/regulations including Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Vital Statistics Act and Municipal Elections Act would be considered an asset.

**Qualifications:**

- A post-secondary degree or diploma in office administration, library or archival studies, information studies, history, or a related discipline.
- One (1) year of office administration/management experience, with preference for experience in a municipal or related setting.
- Valid Ontario Class G Driver's License and satisfactory Police Clearance will be a condition of employment.

Qualified applicants are invited to submit applications to:

The Corporation of the Town of Aylmer  
Attn: Human Resources  
46 Talbot Street West  
Aylmer, ON N5H 1J7  
Email: [hr@town.aylmer.on.ca](mailto:hr@town.aylmer.on.ca)

**Confidential resumes will be accepted until 5:00 p.m. on Monday, September 26, 2022.**

**Remuneration Rate: \$25.00 per hour, + 4% vacation pay**

We thank all applicants for their interest, however, only those selected for an interview will be contacted. The Town of Aylmer is an equal opportunity employer. Accommodations are available for the recruitment process. Applicants are requested to make their needs known in advance. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act, 2001*, and will be used for the purpose of candidate selection.