

**Township of Cavan Monaghan  
Job Description**

**Position: Records Retention Assistant (Part-time Contract)**

**Reports to: Clerk**

**This Job Description is effective: June 2022 – September 2022 Page 1 of 2**

**Job Summary**

The Records Retention Assistant is responsible for assisting in the implementation of the Records Management System. This position will assist with sorting, filing and destroying files and documentation for the Township of Cavan Monaghan while adhering to the Records Retention By-law and TOMRMS best practices. The Records Retention Assistant will report to the Clerk and work directly with the Customer Service and Records Retention Clerk within the Corporate Services department.

**Duties and Responsibilities**

- Provide administrative assistance for the Municipality's Records Management System;
- Assist with implementation to ensure that all aspects of the Records Management System are utilized to the maximum efficiency, including sorting, storing, retrieving and cataloguing;
- Provide assistance to all departments in regard to the application and implementation of records management policies, procedures and techniques;
- Responsible for By-law and Minute consolidation procedure and computerized indexing of the same;
- Ensure compliance with legislative requirements, the Ontario Municipal Records Management System (TOMRMS) records classification and retention schedule system for the lifecycle of all paper and electronic records;
- Other duties as assigned based on the needs of the Department and Organization.

## **Work Environment**

Typical office area with limited travel. Normal office hours, Monday through Friday. Work activities require intermediate periods of moderate physical effort such as standing or sitting in one place. Work activities involve need to concentrate for intermediate durations at a time, with some tasks requiring close attention to detail.

## **Job Knowledge/Education**

- Currently enrolled in or completion of post-secondary education in Records and Information Management, Municipal or Business Administration or related field;
- Ability to maintain confidentiality related to sensitive information;
- Advanced computer skills in data entry, word processing and other pertinent software i.e., MS Office Word, Excel, PowerPoint, MS Outlook;
- Knowledge of The Ontario Municipal Records Management System (TOMRMS);
- Municipal Experience is an asset.

Please note: The above statements reflect the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational or operational requirements.

**As of November 1, 2021 all employees must provide proof of being fully vaccinated by a Health Canada approved vaccine. As a condition of employment, applicants must be able to provide proof that they are fully vaccinated from COVID-19 prior to their first day of employment.**

**Reviewed By:**

  
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**Chief Administrative Officer**

  
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**Date**