Government of
Northwest Territories

IDENTIFICATION

Department	Position Title	
Infrastructure	Records Centre Clerk	
Position Number	**Community**	**Division/Region**
33-0678	Fort Smith	South Slave

PURPOSE OF THE POSITION

The Records Centre Clerk is responsible for providing records centre services for all Government departments in the Fort Smith Region in accordance with Government of the Northwest Territories (GNWT) and Department policies and procedures to control the secure transfer, storage and disposal of GNWT records.

SCOPE

The Records Centre Clerk is located in Fort Smith and reports to the Senior Finance Officer . This position operates and maintains the central records storage facility for 12 GNWT departments and agencies in accordance with the Administrative Records Classification System (ARCS), Operational Records Classification System (ORCS) and Records Management Procedures.

RESPONSIBILITIES

1. **Processes the transfer of records in and out of the Fort Smith central records facility in accordance with GNWT procedures, to ensure the safety and security of records and control, distribution, destruction or permanent retention (archiving) of central records within the region.**
   - Arranges for the collection of records from client departments/agencies and their transfer to the Records Centre.
   - Reviews boxes received against the authorized records transfer, notifies client department or Head Office to obtain correct information. E-mails electronic copies of transfer reports to the responsible records analyst and advises the client, as well as provides them with a copy of the status and location report.

- Actions final approval disposition request from Records Management.
- Reviews and processes requests for retrieval of records.
- Applies safety, security and confidentiality measures in the central records facility and provides recommendations to the Regional Manager, Finance and Administration regarding possible security risks or fire hazards.

2. Provides a document control function for the Regional Officer.

- Maintains custody of Accountable Forms (travel and accommodation) and, with the approval of the Regional Manager, Finance and Administration, issues Accountable Forms to Regional Office Staff in accordance with established policies and procedures.
- Maintains postage account and updates to the postage meter/scale and postage printer. Pays invoices and orders supplies with the direction/assistance of the Regional Manager, Finance and Administration.
- Provides support in coordinating tenders for Directorate purchases of goods and services over $5,000 and in the selection of suppliers for goods and services up to $5,000 ensuring compliance with GNWT procedures.
- Sets up and maintains the central Administrative Records Classification System for all Department Sections, this includes both traditional paper, as well as electronic document filing.
- Maintains ARCS coded files and file schedules for the Central Filing Systems, including labeling, organizing and filing of documents in the system.

3. Coordinates services related to the disposal of surplus materials within the Fort Smith area.

- Reviews and initiates disposal activity as departments identify surplus materials in accordance with the proper disposal procedures.
- Advises local departments, boards and agencies, Band and Métis councils, and not-for-profit organizations of available surplus items and initiates action to reallocate resources where possible or recommends the transfer, sale, donation, or disposal of surplus material.
- Arranges the public sale of surplus material by arranging sales venue and advertising.

4. Picks up and delivers department mail to and from Canada Post and delivers to the Regional Office on a daily basis.

5. Assists with Licensing Agent duties when necessary, including but not limited to the following

- Issues licenses, general ID cards, driver's abstracts, license plates, and motor vehicle registration in compliance with the *Motor Vehicles Act*.
- Perform the daily reconciliation of incoming revenue.
- Schedule appointments for driver examinations, ensuring eligibility and administering written examinations for all driver licensing classes.

6. Verifying Permits

- Ensure permit forms are filled out correctly and add the permit number issued by the inspector
- Collect fees for permits, issue receipts and send all documents to the inspector for filing

WORKING CONDITIONS

Physical Demands

Position requires frequent lifting, stretching and carrying of record boxes weighing approximately 50 pounds. Position also requires frequent use of a ladder to reach 8 foot shelves.

Environmental Conditions

No unusual environmental conditions.

Sensory Demands

No unusual sensory demands.

Mental Demands

The incumbent must spend considerable time reviewing filing documents which requires attention to detail and accuracy.

KNOWLEDGE, SKILLS AND ABILITIES

The incumbent requires the ability to maintain records and logs and the oral and written communication skills to provide general advice to staff regarding records management procedures.

Typically, the above qualifications would be attained by:

Normally obtained through completion of grade 12 and 1-2 years experience with word processing and spreadsheet software.

ADDITIONAL REQUIREMENTS

Position Security (check one)

☐ No criminal records check required
☒ Position of Trust – criminal records check required
☐ Highly sensitive position – requires verification of identity and a criminal records check

French Language (check one if applicable)

☐ French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
WRITING SKILLS:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
☐ French preferred

Indigenous Language: Select Language

☐ Required
☐ Preferred