



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Full-time Position: Records Management Clerk

Locations: Port Alberni and Anacla Government Offices

Annual Salary: Dependent on education and experience

Authority Relationship: Huu-ay-aht Law Clerk

Position Summary: The Records Management Clerk is responsible for the overall management of records and maintains the records to meet the Huu-ay-aht Laws and Regulations. Provides new and existing users with training and support.

Key Accountabilities:

- Design and implement records management system.
- Manage and maintain all HFN records as prescribed in HFN laws and Regulations.
- Work with the Law Clerk on records-related and other projects.
- Maintain confidentiality and neutrality at all times.

Job Duties:

- Research, design, implement and maintain a new records information management system (RIM) that ensures that the protection of all documents. Ensure that the filing and retrieving of records occurs in a standardized manner.
- Work with Law Clerk to establish and maintain a digital Law Clerk Registry.
- Ensure legislative and Executive Council records are current and maintained on the Huu-ay-aht First Nations website.
- Work with all departments to ensure compliance with records management system.
- Ensure documents with high confidentiality are handled in a consistent manner.
- Sort materials to be filed according to RIM; classify, code, cross-reference and store records; maintain indexes for classification systems.
- Operate information retrieval systems and respond to requests for records via the Law Clerk.
- Label files according to retention and disposal schedules.
- Provide all users with training, support, assistance, and guidance with respect to the RIM.
- Photocopy, fax, and scan documents as required.
- Work with Law Clerk to develop and implement a RIM policy for all employees, elected officials, contract, and others that provide services to HFN.
- Prepare correspondence, reports, statements, and other material as directed.
- Provide support to committees as assigned (minutes, motions, meeting logistics)
- Ensure the preparation and distribution of records for committee meetings: prepare agendas, distribute materials through the Law Clerk.
- Other duties as assigned.

Operational Requirements:

- Valid class 5 driver's license.

- Some travel, including overnight and or weekends.
- Position requires successful applicant to work part-time from our Anacla location.
- Willingness and ability to work overtime, including evenings and weekends.
- Successful backgrounds check, including employment verification, reference checks, and education/credential verification.

Education and Experience Requirements:

- Grade 12 Education.
- Administrative, Records/Information Management or related certification is preferred.
- 2+ years of related experience in a records management or administrative support role.
- Previous experience with a formal records management system an asset.
- Superior organizational skills with attention to detail.
- Excellent computer skills including Word, Excel, Outlook, PowerPoint and Teams.
- Excellent oral and written communication and presentation skills

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to HR@huuayaht.org by fax 250-728-1222 or mail Att: Human Resources Manager, 4644 Adelaide Street, Port Alberni, BC, V9Y 6N4. Please quote Records Management Clerk Job Posting. Closing date for this position is **September 14, 2022** at 4:00 pm.