

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: RECORDS OFFICER

JOB SUMMARY:

An employee in this class is responsible for filing and retrieving documents, receiving transfers to the Records Centre, updating control lists and other documents, and listing the contents of the boxes. As far as possible, the Records Officer is given responsibilities for liaising with records offices and assisting with the transfer of records to the Records Centre. Work involves implementing and maintaining methods, systems and procedures for the transfer of official documents and records to the Record Centre, liaising with appropriate officials on matters relating to the management of non-current records and supervising subordinate staff involved in implementing relevant systems. The employee works with some degree of independence and initiative in determining his/her programme of work but recommendations for major changes in methods, systems and procedures require approval of his/her supervisor prior to implementation. Work is subject to review through discussions and reports and through demonstrated improvements.

REPORTS TO:

Manager, Record Centre

SUPERVISION GIVEN TO:

DUTIES AND RESPONSIBILITIES:

- Documents methods, systems and procedures for the proper transfer to and maintenance of all documents/records in the Record Centre
- Files and retrieves records
- Receives records and checks content lists and other documents related to the transfer of records
- Implements and ensures the maintenance of systems and procedures for proper storage, maintenance and disposal of all official documents/records.
- Liaises with Government Ministries, Department and Agencies regarding the transfer and/or disposal of non-current records.
- Guides Government Ministries, Department and Agencies in the use of standardized forms for the transfer of records to the Record Centre
- Prepares reports and statistics on the movement of records at the Record Centre
- Performs related work as may be required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Knowledge of modern records management methods, systems and procedures.
- Knowledge of modern methods and techniques of office management.
- Knowledge of Public Administration and Registry procedures.

SKILLS AND ABILITIES:	<ul style="list-style-type: none">• Ability to communicate effectively with all staff and to prepare written reports on matters relating to records management.• Must be computer literate with a good working knowledge of Microsoft Productivity Tools• Ability to establish and maintain effective working relationships with associates.• Ability to express ideas clearly and concisely, both orally and in writing.
MINIMUM EXPERIENCE AND TRAINING <hr/> <ul style="list-style-type: none">• Five (5) O'Level passes including English and West Indian History• French or Spanish will be an asset• 1-2 years' experience in Records Management / Registry• Certification in Records Management will be an asset.	