



**October 13<sup>th</sup> 2020**

**JOB OPENING: Permanent position**

**DOCUMENT MANAGEMENT TECHNICIAN  
Clerk's Office and the Department of Public  
Affairs**

Under the direction of the Town Clerk, the successful candidate will perform various tasks related to the management of active, semi-active and historical records based on defined standards and processes and will assume the following functions:

- Ensures the application of standards and procedures in records management related to filing, declassification and retrieval tools;
- Participate in the implementation and updating of filing plans for the identification, indexing, coding and classification of documents according to established standards;
- Use computer tools specialized in document and archive management. Being the main user, contribute to the development, updating and maintenance of these tools. Manage their application by determining access to the systems. Uses any other computer tool necessary to carry out projects, contributes to research and testing of appropriate tools;
- Organizes and conducts training activities for filing managers in administrative units. Provide technical support and follow-up with the services. Provide the required documentation according to established policies;
- Participate in the drafting and updating of procedures and user guides for specialized document and records management software; write explanatory or informational documents;
- Participate in the establishment of retention periods by identifying categories of documents, ensuring that legal or financial advice is obtained before setting deadlines;
- Sort and dispose of documents according to established retention schedules;
- Prepares or participates in the preparation of the contents of boxes for transfer to the semi-active document repository, archives, for microfilming or digitization; purges the contents, identifies and classifies files and documents; validates transfer forms;
- Verifies the conformity of boxes, arranges and classifies boxes according to the assigned retention addresses according to the established system; lifts boxes of documents;
- Ensuring the archiving of records of continuing value within Town's policies;
- Provides guidance and direction to staff assigned to records management activities in administrative units. When required, supervises the work of interns or temporary employees assigned to related tasks and verifies the quality of work;
- Provides information and documentation to internal and external applicants, invoices applicants, if applicable, according to established standards;
- Apply, according to corporate standards, a protection program for essential and confidential documents.

## DESIRED PROFILE

- Hold a college (CÉGEP) level diploma specializing in documentation technology or a university certificate in administrative records and archives management;
- Have at least two (2) years of experience in documentation and archive management;
- Master spoken and written French as well as written English;
- Knowledge of documentation management software (Syged and dtsearch assets);
- Knowledge of the Microsoft office suite;
- Experience in the municipal domain;
- Ability to lift boxes up to 35 lbs;
- Demonstrate rigor and precision;
- Discretion and confidentiality;
- Communication skills.

## CONDITIONS AND BENEFITS

The Town of Mount Royal has advantageous conditions for its employees. For this position, it offers, among others:

- A salary range from \$25.13 to \$35.90 per hour;
- A stable schedule of 35 hours per week from Monday to Friday;
- Insurance;
- Defined benefit pension plan;
- Vacation, floating holidays and sick leave;
- On-the-job training.

Applications will be accepted until Friday, October 23rd, 2020, 4:30 pm. The interested candidates should send their curriculum vitae to Roxane Gaudreau, Human Resources Consultant, by e-mail at [humanresources@town.mount-royal.qc.ca](mailto:humanresources@town.mount-royal.qc.ca), mentioning the contest number **2020-23**.



**Human Resources**  
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