



## CLERK TYPIST 2 – COMMITTEE AND RECORDS

### 1. ORGANIZATIONAL RELATIONSHIPS

**Reports to:** Director of Corporate Services or designate

**Works with:** Management and other District Staff

### 2. KEY RESPONSIBILITIES

The incumbent in this position performs varied and complex work which requires considerable knowledge of applicable departmental functions, procedures and policies.

Under the direction of the Director of Corporate Services or designate, the incumbent will perform diversified clerical tasks entailing the exercise of considerable independent judgment and action.

Work is performed under general supervision and results are reviewed by a superior in terms of conformance to established procedures and policies and effective clerical services rendered.

#### **General Duties:**

- Assists with all aspects of Committee meetings including set-up, preparing agendas, resolutions, typing minutes and keeping track of information on spreadsheets, forms and action follow-up;
- Ensures that legal requirements with respect to the Committee meetings such as the appropriate notice(s) have been met;
- Attends Committee meetings and may be required to advise on procedural matters during such meetings and follows up on actions and decisions;
- Prepares routine and non-routine correspondence and notices accurately and promptly;
- Prepares incoming correspondence for processing by providing the appropriate file codes;
- Coordinates and has overall responsibility for the District's paper records management system including the creation of new primary, secondary and tertiary file numbers;

- Guides and assists staff with procedures relating to the paper records management system including retention periods and annual records destruction according to Local Government Management Association (LGMA) rules;
- Arranges for and retrieves records from storage and ensures items are returned in good order;
- Maintains inventory of office supplies, prepares weekly orders for approval, verifies receipt of orders, and distributes incoming supplies; and
- Performs related work as may be required.

**Knowledge, Skills and Abilities:**

- Demonstrated knowledge of local government functions, responsibilities, organization, political structure and process;
- Considerable knowledge of business English, spelling, punctuation;
- Ability to learn, retain and use terminology specific to the work, equipment and computer applications related to the work performed;
- Considerable knowledge of applicable departmental rules, regulations and other provisions governing the work performed;
- Demonstrated knowledge of rules and guidelines on records categorization and retention;
- Considerable experience in shorthand or speedwriting and in the use of Express Scribe or similar application;
- Experience taking formal minutes with a minimum keyboarding speed of 100 words per minutes;
- Ability to interpret the collective sense of meetings and framing of motions often from general dialogue;
- Demonstrated knowledge of the functions and objectives of various Committees served and of the rules of procedures (Robert's Rules of Order) used in such meetings;
- Ability to manage changing priorities effectively and complete multiple activities within tight timelines while exercising tact, diplomacy, and excellent judgment as it relates to the work performed
- Highly skilled in the operation of standard office equipment and software related to the work;
- Experience with scanning and filing electronic documents in Portable Document Format (PDF);
- High attention to detail;

- Ability to establish and maintain effective working relationships with elected officials, appointed advisory body members, District staff at all levels, and the public;
- Ability to demonstrate familiarity with WorkSafe BC regulations and practices including recognizing and rectifying and/or reporting actual or potential safety hazards; and
- Ability to work flexible hours, including evenings is required.

### **3. REQUIRED QUALIFICATIONS**

- Sufficient physical strength to move filing boxes and light equipment in accordance with WorkSafe BC regulations and practices;
- Completion of grade 12 supplemented by courses in business and administration with more than five (5) years experience in a progressively responsible administrative/secretarial capacity;
- Preferred supplemented courses include courses offered by the Municipal Administration Training Institute or related courses in the field of public administration or parliamentary procedures;
- University degree in a related discipline and/or certificate in records management would be an asset.

### **4. REQUIRED LICENCES AND CERTIFICATES**

- Criminal Record Check (as a condition of employment, the incumbent must be able to obtain and maintain a clear RCMP Reliability Status).
- Valid BC Driver's Licence with recent abstract.

### **5. WORKING CONDITIONS**

As per Policies and Procedures of the District of Kent, and the Collective Agreement of the District of Kent.

Shift work may be required and attendance at meetings will be worked at straight time with the day shift altered accordingly.

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Rick Kampen, Acting Unit Chair CUPE 458

Date: \_\_\_\_\_

\_\_\_\_\_  
Wallace Mah, Chief Administrative Officer

Date: \_\_\_\_\_