

TOWN OF LAKESHORE

2010 Summer Student

POSITION: Records Management Clerk - Laserfiche

REPORTING TO: EIS Department, Manager of Engineering Services Division

LOCATION OF OFFICE: Municipal Office
419 Notre Dame Street, Belle River

WORK ENVIRONMENT: Office

Hours of Work: Monday – Friday
8:30 a.m. – 4:30 p.m.
35 hours per week

WAGE RATE: \$11.00/hr

Expected Start Date: May 3, 2010

Expected End Date: August 27, 2010
(17 weeks)

PROJECT DESCRIPTION:

- Provide assistance to the Engineering Division. These projects may include, but may not be limited to: office productivity and document management which include and may not be limited to file retention, file destruction, training of staff in use of the document management system.

RESPONSIBILITIES:

- Must adhere to and become familiar with the Town's Documents and Records Retention By-law 21-2006 as well as the Records Destruction Policy PCS-216.
- All activities related to managing documents particularly in the Subdivision and Development Agreement file folders.
- Administer a document retrieval/management system which will require transferring existing paper documents to an electronic database using scanning and laserfiche software.

REQUIREMENTS:

- University or College Student at least 16 years of age as of May 1, 2010
- Resident of Lakeshore
- The ideal candidate will have an interest in office administration and the ability to understand business requirements and processes particularly in a local government setting.
- Excellent communication skills – both verbal and written
- Project management skills that include some experience with initiating projects, defining and planning projects and controlling/monitoring project processes
- Good interpersonal and organizational skills
- Microsoft Office application skills – Word, Excel, PowerPoint and Access
- Working knowledge of the Laserfiche Document Management System.

EXPECTED RESULTS:

- Comprehensive and complete research conducted prior to project initiation to ensure accuracy in transferring information to electronic format and prior to destruction of any documents.
- Increased project control and monitoring.
- Timely completion of key projects

BENEFITS TO PARTICIPANT:

- Experience in working as part of a coordinated, collaborative project team.
- Improved information retrieval, research and organizational skills.
- Development of project planning skills and techniques.
- Development of public relations skills.
- Opportunity to participate in an innovative document management system.
- Access to networking opportunities on a local, regional, provincial and federal level.
- Access to internal job recruitment activities via the Town of Lakeshore.

Positions are conditional on funding approvals/requirements, and may be subject to change.