

# TOWN OF LAKESHORE

2010 Summer Student

**POSITION:** Records Management Clerk

**REPORTING TO:** Corporate Services Department, Clerk

**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 Clerk's 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 property file folders.
- Assist in the training of the document management system with other Corporate departments
- Implement and 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
- 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.*