

Regional Records Assistant

Service Alberta, Red Deer - If you are a well organized and analytical administrative professional who likes to ensure that records are properly maintained, this may be the opportunity for you. The Red Deer office is looking for a highly motivated individual who is able to work independently with a strong commitment to excellent client service.

Working from the Regional Records Office, you will coordinate records transfer for storage and/or disposal for multiple ministries throughout Central Alberta. In this position you will provide support to the Regional Records Advisor and liaise between the various offices, Alberta Records Centre, and Provincial Archives of Alberta; advise and train staff on Government of Alberta Records Management policies and procedures. In addition, you will respond to information inquiries, FOIP and Litigation file searches; ensure files are created according to standard and documents are filed appropriately, and maintain electronic systems for records, maintain a database and generate records reports.

Qualifications: High School Diploma with several years related records management experience. Experience with database systems is preferred. Experience working with the Microsoft Word, Excel and/or Access is required. Government training courses in records management programs and or a certificate in Records Management would be considered assets. Equivalencies will be considered.

NOTE: Final candidates will be required to undergo a security screening. This competition may also be used to fill future vacancies at an equivalent or lower level.

Some travel to outside communities will be required. The successful candidate must be able to lift boxes weighing up to 35 lbs. Salary: \$35,172 TO \$44,376. **Closing Date: April 8, 2008.**

Competition No. 47626

Online applications are preferred. If you are unable to submit an electronic version of your resume, please submit your resume, quoting the competition number, to: Erin Lourie, Human Resources Consultant, Service Alberta, Human Resource Services, 11th Floor, Capital Health Centre, South Tower, 10030 - 107 Street, Edmonton, Alberta, T5J 4L5. Phone: (780) 644-8776 Fax: (780) 415 6091.

We thank all applicants for their interest; however, only individuals selected for interviews will be contacted.

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