

**Records Officer**

Finance Systems & Administration Branch

Department of Community Services

**Competition Number** : 07-AR11-11

**Closing Date 5:00pm** : November 30, 2007

**Salary** : \$50,535 to \$58,185 per annum

**Preference will be given to persons of Yukon First Nation ancestry.**

The Records Officer is responsible for records care and custody, storage, retrieval, disposition and development of departmental operational and administrative records systems. This position also supports the Access to Information and Privacy Act (ATIPP) request function for the department.

The ideal candidate will be highly organized, focus on attention to detail, and be adept at analyzing information and completing research. You have strong interpersonal and communication skills, work well independently, are well versed in records management and are comfortable in providing training sessions to employees.

If this opportunity interests you, please submit a resume clearly demonstrating the qualifications below, as selection for further consideration will be based solely on the information you provide:

- Coursework and/or training in records management or related field
- Experience working in a comprehensive records management program
- Experience in word processing and database applications, preferably Word and Excel

Candidates with an equivalent combination of experience and education will be given equal consideration.

**Condition(s) of Employment:** Valid Yukon Class 5 driver's license.

**Job Requirements(s):** Lifting boxes weighing up to 25 pounds.

A six month eligibility list will be established from this competition to fill future vacancies for identical positions and may also be used for similar positions within the department.

For more information about this posting, please contact [Jerry McLachlan](#), (867)667-8694.

We thank all those who apply and advise that only those selected for further consideration will be contacted.

**Quoting the competition number, please submit your resume/application to: Yukon Government, Public Service**

Commission, Box 2703, 2071 - 2nd Avenue, Whitehorse, Yukon,  
Y1A 2C6. Telephone: (867) 667-5653, Toll free (In Yukon) 1-  
800-661-0408 local 5653, Fax (867) 667-5755, Email  
[resume@gov.yk.ca](mailto:resume@gov.yk.ca).

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