Records Clerk (CR0727)

Post Date: Friday, March 22, 2019

McGill University - Human Resources

POSITION COVERED BY THE MUNACA-PSAC BARGAINING UNIT

Position Title: Records Clerk (PED 00045, DD004E, Level 004E)

Position Summary:
Under the direction of the immediate supervisor, receives, sorts, codes, enters and verifies data. Ensures the accuracy and completeness of information. Consults appropriate documentation or resource persons in order to obtain and provide information. Provides information concerning unit services, policies and procedures. Produces documents related to the unit. Performs various clerical duties.

Major Duties & Responsibilities:
• Receives, sorts, codes, enters and verifies data. Ensures the accuracy and completeness of information. Investigates and follows up on discrepancies.
• Performs searches and consults appropriate documentation or resource persons in order to obtain and provide information. Provides information concerning services, policies and procedures.
• Records and compiles information. Produces documents such as reports and lists. Drafts, types and distributes correspondence.
• Explains and demonstrates the use of computerized information systems.
• Participates in the maintenance of manual or computerized information systems. Solves routine problems or refers them to specialized personnel.
• Performs various clerical duties such as maintaining mailing lists, preparing mailings, and filing documents.

The list of duties and responsibilities outlined above is representative and not a complete and detailed list of tasks, which may be performed by an employee whose position has been matched to this generic job description.

Education & Experience:
DEP (Secretarial/Office Systems)
One (1) year related experience

Other Qualifying Skills And/Or Abilities:
Skill in: Providing efficient customer service and communicating clearly and objectively both verbally and in writing; Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative; Thoroughly carrying out oral and written instructions; Using initiative, discretion and judgment within established procedures guidelines and rules; Managing situations requiring diplomacy, fairness, firmness, and sound judgment. Attention to detail; understanding and retaining legal data; Working well in a team environment, establishing and maintaining effective working relationships with those contacted in the course of work. Physical demands and working environment: May be exposed to extreme temperatures and dusty conditions in the storage facilities. Physical demands are moderate and include carrying moderately heavy boxes up to 22kg, and/or utilizing a hand dolly.
Reference Number: 19-0346/CR0727
Supervisor's Title: Director, University Archivist
Salary Scale: $20.51- $28.25
Faculty/Unit: McGill University Libraries
Position Type: Full-Time
Hours Per Week: 33.75

How To Apply:
Please submit your cover letter and curriculum vitae, clearly indicating the reference number, to McGill University Libraries:

Mail
McGill University, Libraries, Area Personnel Office
3459 McTavish Street (McLennan Library Building)
Montreal, Quebec
H3A 0C9
Fax
(514) 398-3561
Email
application.library@mcgill.ca

The deadline to apply for this position is April 2, 2019 at 5:00 PM.

*Current employees: please indicate your McGill ID number in your application.*

We thank all applicants for their interest in McGill University. However, McGill University Libraries will only contact applicants selected for an interview.

McGill applicants, covered by the MUNACA/PSAC Collective Agreement, must apply to a regular MUNACA position within eight (8) working days of the date of publication to maintain internal priority.

McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. McGill implements an employment equity program and encourages members of designated groups to self-identify. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, Professor Angela Campbell, Associate Provost (Equity and Academic Policies) at angela.campbell@mcgill.ca or 514-398-1660.