



Town of Claresholm Job Posting

Archival Clerk - Part-time, Temporary

Town of Claresholm is looking to fill the position of Archival Clerk, who, under the direction of the Director of Corporate Services, will primarily be responsible for scanning and archiving documents. This position will devise a plan for scanning and retaining documents in various departments. This role will also assist in the compilation of data for archiving of documents. The Archival Clerk must possess the following:

- Ability to adapt to new technology
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Ability to effectively communicate both verbally and in writing
- Ability to respond quickly in a changing environment
- Ability to complete repetitive and mundane tasks efficiently while maintaining high level of accuracy and attention to detail
- Proficient computer skills in a Windows Operating System environment with programs such as a PDF Editor, Microsoft Office Suite, and specialized document archival software
- Ability to work individually as well as part of a team
- Some experience in a general office environment
- High flexibility with strong interpersonal skills

Qualified applicants should contact Lisa Chilton at:

lisa@claresholm.ca (with Archival Clerk in subject line)

In person at 221-45 Ave West, Claresholm

Mail to PO Box 1000; 221-45 Ave West, Claresholm T0L 0T0

Fax to 1-403-625-3896

The pay range for this part-time, temporary position is: \$15.00-16.00/per hour

And the hours are 15-25 hours per week and flexible within the Monday – Friday work week.

Temporary from hire until December 31, 2019.

Closing date is January 18th, 2019.