



2010
April

JOB DESCRIPTION

JOB TITLE	Records Information Management Clerk
JOB LEVEL	A
DEPARTMENT	Director's Services, Corporate Services
SUPERVISOR	Records Information Management Officer

POSITION SUMMARY

The Records Information Management Clerk provides organizational support by preparing Ontario Student Records for reproduction according to the standards and schedules of the Board in accordance with relevant legislation, processing transcript requests and assisting with general clerical tasks.

DUTIES AND RESPONSIBILITIES

- Purge, prepare and image secondary school Ontario Student Records according to legislation, Board retention schedule, and imaging protocols.
- Prepare transcript documentation as requested.
- Collect payment fees for transcript requests.
- Move, shred and dispose of records according to protocol.
- Adhere to appropriate protocol and legislation to ensure individual privacy, confidentiality and accuracy of service.
- Assist with related tasks as requested.

EDUCATION

Completion of OSSD or equivalent.

EXPERIENCE

Related work experience is an asset.