



**Town of Shelburne
Job Posting
Records Assistant – Summer Student**

The Town of Shelburne is a vibrant community located in the County of Dufferin, with a current estimated population of 8,900, the population is estimated to grow to 15,000 in the next 15 years. Shelburne is an urban hub regionally and supports surrounding communities for shopping, dining, medical services and employment.

The Town of Shelburne is accepting resumes for the position of a Records Assistant – Summer Student. This is a fulltime position based on a 35-hour work week, night and/or weekend meetings may be required. The expected term of employment is from June 1 to August 31, 2022. The 2022 salary range is \$15.00 per hour.

Reporting to the Director of Legislative Services/Clerk, general duties and responsibilities include but are not limited to:

- Assists with the maintenance of the Town-wide system of records management,
- Assists with the assessment and inventory of corporate records,
- Assists with performing the annual purge of corporate records in accordance with the Town's retention schedule,
- Transfer records into the EDRMS system,
- Assist with the creation of policies and training materials for Town staff,
- Perform other related duties as directed by the Director of Legislative Services/Clerk or designate,
- Perform other duties as assigned.

A copy of the full job description is available at www.shelburne.ca/townhall/careers

To apply for this position, please submit your resume by email to: hr@shelburne.ca no later than, Friday April 22, 2022, at 3:00pm.

Please quote the job title in the subject line.

Mail: Human Resources
Town of Shelburne
203 Main Street East
Shelburne ON L9V 3K7

****Only those selected for an interview will be contacted. ****

Please note that the Town of Shelburne requires that all newly hired employees are to be fully vaccinated against COVID-19 as a condition of employment and must provide proof of fully vaccinated status or provide proof of a medical or Human Rights Code exemption, prior to starting employment.

The Town of Shelburne has made a commitment to diversity, equity, inclusion and belonging. The Town is committed to attracting, developing, and retaining highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of the Town of Shelburne.