



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

RONWATIIO'TÉNHSE RAOTIRIHWÁ'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
Job Title:	Records Management Clerk
Division:	Records Management Department, Information Management
Reports To:	Manager of Records Management
Date of Job Description	June 2025
Purpose: <p>The Records Management Clerk is responsible for maintaining the integrity, organization, and security of the MCK records.</p> <p>Ensures that all records, both physical and electronic, are accurately classified, securely stored, and easily accessible when needed.</p> <p>The position plays a critical role in supporting compliance with legal and regulatory requirements, ensuring efficient document retrieval, and overseeing the proper retention and disposal of outdated records.</p>	
Roles & Responsibilities	
Records Management <ul style="list-style-type: none">• Scan all paper documents to create digital versions for long-term storage and accessibility.• Index and classify scanned records to ensure proper organization and easy retrieval.• Upload digital records to the centralized Records Management repository in a timely and efficient manner.• Transcribe audio cassettes, floppy disks, and CDs into readable digital formats, ensuring the accuracy and completeness of the transcription.• Ensures strict adherence to security measures for handling sensitive or confidential information.• Follows established protocols for document retention, destruction, and retrieval in accordance with company policies and legal requirements.• Clearly labels and arranges boxes for storage with relevant details for future retrieval.• Assists with and arranges for transfers of records to off-site storage and retrieval and arranges for confidential destruction of records according to retention schedules.• Assist with assigned records management tasks and projects and provide administrative support to the Records Management team as needed.	



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Respond to search requests

- Utilize the ticket system to monitor search requests.
- Operates the records management system and responds to requests for documentation by searching within the software program, and/or manual records located in MCK Archives and at the off-site storage.
- Completes searches in a timely manner.
- Maintain accurate records of search requests, copies released, and files signed out, and obtain approval from the department as required.
- Collaborates with other departments to fulfill search requests and collect the necessary records.
- Determines day-to-day priorities following established deadlines.

The statements herein reflect general details to describe the principal functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Education & Experience

- DEP in Records Management, Administration, library science, Information Management, or a related field, plus one (1) year of relevant experience, with training in records management.

OR

- High School Diploma, plus three (3) years of relevant experience with training in records management.
- Familiarity with scanning technology, records management software, and file organization systems is an asset.

Knowledge, Skills, Abilities

- Knowledge of best practices in records storage, retrieval, document management, and data trusteeship.
- Knowledge of Office 365.
- Able to handle confidential and sensitive information with discretion and tact.
- Able to communicate both orally and in writing with all levels of staff with tact, professionalism, and diplomacy.
- Able to work effectively in an environment with multiple priorities and pressure with minimal supervision.
- Excellent research and organizational skills.
- Good time management skills.



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- Strong attention to detail.
- Maintains confidentiality.
- Conducts business with internal and external clients in a tactful, discreet, and courteous manner.
- Adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

Working Environment

- Five-day work week in an office environment.
- Occasional overtime may be required.
- Moderate stress due to workload.
- Some heavy lifting required (up to 25 pounds), including carrying up and down stairs.

Commitment Statement

I serve the Kahnawà:ke community with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting and nurturing new ideas and approaches, and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

Signatures

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____