

# EMPLOYMENT OPPORTUNITY



## RECORDS MANAGEMENT ASSISTANT

<b>Employment Status:</b>	Temporary, Full-Time
<b>Compensation Range:</b>	\$26.38 to \$29.66 / 35 hours per week, 13% pay in lieu of benefits and 4% vacation pay
<b>Location:</b>	399 Ridout St. N., London, ON
<b>Union:</b>	CUPE 101.5

### POSITION OVERVIEW

Under the general direction of the Legislative Services Manager/Clerk, the Records Management Assistant supports the County's records and information management program by ensuring the accurate and timely digitization of physical records, proper classification and indexing in Laserfiche (LF), and compliance with the Records Retention Policy. This role helps improve accessibility of information, reduce paper storage, and maintain compliance with legal and organizational requirements.

### QUALIFICATIONS

- Completion of a one-year post-secondary certificate or diploma in Records and Information Management, Library/Information Sciences, Office Administration, or a related field, or equivalent combination of education and experience.
- Experience with records scanning, digitization, and/or document management systems is an asset.
- Knowledge of AODA document accessibility (Word, Adobe, Publisher and PowerPoint).
- Experience with the Ontario Municipal Records Management System (TOMRMS) would be an asset.
- Verbal communication skills including courtesy, tact, discretion, explanation, judgment and presentation skills.
- Strong attention to detail to ensure accuracy when handling, scanning, and entering records.
- Basic understanding of confidentiality requirements and the ability to handle sensitive information appropriately
- Proficiency with Microsoft Office applications, including Outlook, Word, PowerPoint and Excel.

### WHY CHOOSE MIDDLESEX COUNTY?

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life with exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters is located in London, but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists. At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations.

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.

### HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to [hr@middlesex.ca](mailto:hr@middlesex.ca) by 4:30 p.m. on January 28, 2026.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection purposes only.

This position is an existing vacancy.

### WHAT WE OFFER

- Flexible Work Opportunities
- Employee Recognition Events
- Professional Development
- Flex Time/Banked Time-Off
- OMERS Pension Plan
- Pay in Lieu of Benefits
- Employee and Family Assistance Program

### VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

**Join our team and build a rewarding career!**



## MIDDLESEX COUNTY POSITION DESCRIPTION

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<b>TITLE:</b>	Records Management Assistant
<b>REPORTS TO:</b>	Legislative Services Manager/Clerk
<b>DEPARTMENT:</b>	Legislative Services
<b>POSITIONS SUPERVISED:</b>	N/A

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### POSITION SUMMARY

The Records Management Assistant supports the County's records and information management program by ensuring the accurate and timely digitization of physical records, proper classification and indexing in Laserfiche (LF), and compliance with the Records Retention Policy. This role helps improve accessibility of information, reduce paper storage, and maintain compliance with legal and organizational requirements.

### PRINCIPAL DUTIES & RESPONSIBILITIES

#### Scanning & Digitization

1. Collects, prepares, and scans paper records into Laserfiche.
2. Ensures scanned documents meet quality standards and are legible and complete.
3. Applies consistent file naming, metadata, and indexing practices.

#### Records Filing & Retention

4. Files, organizes, and maintains both paper and electronic records in accordance with the County's Records Retention Policy.
5. Assists with tracking retention timelines and coordinating secure disposal or archiving of records.
6. Supports ongoing migration of physical records into electronic format.

#### Compliance & Support

7. Maintains confidentiality and ensures compliance with MFIPPA and other applicable legislation.
8. Assists staff in locating and retrieving records from Laserfiche.
9. Supports the Deputy Clerk and Legislative Services Assistant with various records management tasks as required.
10. Performs other duties as assigned.



## QUALIFICATIONS

### Education & Experience

- Completion of a one-year post-secondary certificate or diploma in Records and Information Management, Library/Information Sciences, Office Administration, or a related field, or equivalent combination of education and experience.
- Experience with records scanning, digitization, and/or document management systems is an asset.

### Knowledge, Skills and Abilities

- Strong attention to detail to ensure accuracy when handling, scanning, and entering records.
- Basic understanding of confidentiality requirements and the ability to handle sensitive information appropriately.
- Good organizational skills with the ability to sort, label, and manage documents systematically.
- Time management skills with the ability to complete repetitive tasks efficiently and meet deadlines.
- Ability to work independently as well as part of a team.
- Proficiency in Microsoft Office applications (Word, Excel, Outlook) or similar software.