

Job Class Profile: Archives Technician I**Pay Level: CG-24 Point Band: 422-455**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	3	3	4	4	2	2	2	1	3	
Points	140	50	25	19	60	43	41	21	32	431

JOB SUMMARY

The Archives Technician I performs archival work of a technical nature involving the appraisal of government records. Work involves reviewing record holdings for the application of records retention and disposal schedules; identifying semi-active and inactive records; removing records and identifying those according to authorized disposition plan. Records are reviewed in Tower Records Information Management (TRIM) to remove all copies and inactive records, confirm authorization for disposal and arrange and oversee disposal while documenting the process for the Department's record management system.

Key and Periodic Activities

- Performs technical archival work in the appraisal of records.
- Utilizes databases to review record holdings for the application of records retention and disposal schedules.
- Identifies semi-active and inactive records.
- Identifies and removes records according to the authorized disposition plan.
- Confirms authorization for disposing records and arranges and oversees disposal. Documents disposal process for the department's record management system.
- Identifies and arranges transfer of records to the Provincial Archives for permanent retention and to other departments where appropriate.
- Re-organizes any remaining records; documents any changes to ensure easy access.
- Compiles monthly statistics.

SKILL**Knowledge****General and Specific Knowledge:**

- Archival policies and procedures.
- Tower Records Information Management (TRIM)

Formal Education and/or Certification(s):

— Minimum: 1 or 2 Year Diploma in Information Management.

Years of Experience:

— Minimum: 6 to 7 years.

Competencies:

— Ability to compile statistical data for operational reporting purposes.

Interpersonal Skills

- A range of interpersonal skills are used to listen to information from others; ask questions to gather information; provide routine information and direction to others; gain the co-operation of others to complete work, address issues and solve problems; provide expert advice and resolve disputes. These skills are used to inform management of any issues which impact on information management operations and compliance with Government's information management legislation.
- Communications occur with employees within the immediate work area as well as with managers/supervisors. Communications also occur with other employees within the department, suppliers and the general public.
- The most significant contacts would be the manager and staff in the Document Processing Unit regarding information in TRIM and private companies involved with recycling and paper shredding.

EFFORT

Physical Effort

- Work demands occasionally result in considerable fatigue, requiring periods of rest.
- Regularly requires physical handling of boxes of files weighing up to 50lbs.
- Work regularly requires sitting and standing, working in awkward or cramped positions requiring bending, kneeling and stretching and a need for strength and endurance to move boxes of files and remove files from boxes. Walking, climbing ladders and driving are occasionally required.
- Fine finger or precision work is regularly required in utilizing a computer to track records retention and disposal. Use of hand tools (i.e. box cutters) and equipment such as hand carts to transport materials are used occasionally.

Concentration

- **Visual** concentration is required constantly to ensure file and box numbers are not transposed and cross-referencing file numbers in computerized databases.
- **Auditory** concentration and other sensory concentration typically do not apply to this class.
- **Repetition requiring alertness** regularly occurs when moving boxes and thousands of files.
- **Time pressures** exist when providing statistics for the manager.
- **Interruptions** occur occasionally.
- **Eye hand coordination** is regularly required when recording information into Excel spreadsheets.
- **Exact results and precision** is constantly required when recording file and box numbers as is an **alertness** to ensure the health and safety of others by placing boxes where they will not tip

over.

Complexity

- Work typically involves well defined tasks and activities which are different, but related to records management for which a limited number of guidelines or procedures exist.
- Problems or issues tend to be simple in nature with obvious solutions which can be addressed by following procedures and guidelines such as retention schedules. Other staff and manager are available to assist in the resolution of any problems or issues.
- Work tasks and activities constantly involve defined and standard work processes.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are generally prescribed or controlled as there are retention schedules in place which determine when files/records are to be disposed of.
- Independent judgement and discretion are utilized to determine if files and records meet the standardized criteria for disposal. If the criteria are met, then the files/records are disposed of according to established policies and procedures and documented so that the file/record is recorded as being disposed of rather than being misplaced or lost.

Impact

- Impacts can be felt within the department and on certain clients as incorrectly disposed files/records contain confidential personal information which could have financial implications related to overpayments (department would have to write off the balance). Additional impacts include accounts receivable staff who deal with any outstanding payments due.
- Consequences of accidentally destroying a file/record with an overpayment or an active file impacts the department since all relevant information attached to that file/record would be lost.

Development and Leadership of Others

- Not have responsibility for the supervision of staff.
- Development and leadership responsibilities include providing occasional advice and guidance to staff of the Records Centre and district offices regarding archival policies and procedures.

WORKING CONDITIONS

Environmental Working Conditions

- Required to wear boots and a hard hat when working at the storage facility which only occurs on an occasional basis.
- There is a moderate likelihood of minor cuts, bruises, abrasions or minor illnesses.
- Limited likelihood of fractures or injury or illness resulting in partial or total disability.
- Constantly exposed to dirt and dust contained in boxes of old files; regularly exposed to sharp objects resulting in paper cuts and occasionally exposed to awkward or confining workspaces.