

Working Title Records Disposition Clerk/Assistant Supervisor		Name	
Position Number	Reports to Position No., Class & Level AO2	Division, Branch/Unit Court Services, Edmonton, Court of King's Bench	Ministry Alberta Justice
Present Classification Administrative Support 5		Requested Classification	
Dept ID	Program Code	Project Code (if applicable)	

**PURPOSE:** Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see [Section 2.3](#)).

Working within established guidelines, this position's main responsibility is to coordinate record retention/disposition for Court of King's Bench Civil, Divorce, Criminal, and Surrogate/Bankruptcy court, Court of Justice Civil, Criminal, Family & Youth in order to ensure optimum use of available filing space. The incumbent is responsible for the direct supervision of five file clerk positions. The incumbent is also responsible for identifying any FOIP issues relating to administration files.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

1. Coordinate record retention/disposition for Court of King's Bench and Alberta Court of Justice.
  - Liaise with Managers at various court levels to assess present file space requirements and forecast future requirements as they relate to records retention.
  - Develop and implement improved records information retrieval systems.
  - Audit files to determine availability for off site storage or transferral to Archives.
  - Oversee boxing of files for transfer to Alberta Records Centre/Alberta Archives to ensure proper procedures are followed.
  - Prepare necessary paperwork for transferral of records.
2. As a working supervisor, ensure efficient and accurate filing and information retrieval systems are maintained.
  - Supervise five file clerk positions and one mail clerk position.
  - Identify staffing requirements, assign work.
  - Recommend hiring, coach, train and evaluate employees.
  - Meet with employees to resolve conflicts, or attendance issues.
  - Consult with the Unit Supervisor and recommend disciplinary action.
  - Train new staff
  - Participate in the performance planning process.
  - Investigate and track missing files/documents as required.
  - Ensure a safe work site.
  - Establishes quality and quantity standards and ensures they are met
3. Act as assistant FOIP (Freedom of Information and Protection of Privacy) Representative
  - Assist in the audit and review of administration files and identify any FOIP issues.
  - Review orders of the FOIP Commissioner and provide feedback to the Unit Supervisor regarding any new legislation

**SCOPE:** List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

- This position calls for a high degree of decision-making regarding space usage and priorities, due to the consequence of error, the incumbent is required to continually exercise good judgment and common sense.
- The incumbent in this position is responsible for ensuring optimum space usage as it relates to file retention for Court of King's Bench Civil, Divorce, Criminal, Surrogate and Bankruptcy, as well as Court of Justice Civil, Criminal and Family & Youth

**KNOWLEDGE, SKILLS & ABILITIES:** Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

- Knowledge of the Alberta Rules of Court
- Knowledge of Public Records Authorities and Schedules
- Knowledge of various Provincial and Federal Statutes as they relate to record retention/disposition and document filing.
- Records Management training is desirable.
- Communication skills
- Knowledge of Master Agreement and relevant Subsidiary Agreements

**CONTACTS:** The main contacts of this position and the purpose of those contacts.

The incumbent in this position interacts with Managers and Supervisors from various levels of court regarding space utilization and records disposition. The incumbent will also contact judiciary and lawyers during investigation of missing documents/files, may also contact judiciary and court staff regarding mail procedures.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised.

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**CHANGES SINCE LAST CLASSIFICATION REVIEW:** This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

N/A

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached.

*This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Compensation Manager, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 408-8400 or contact your Ministry Human Resource Office.*

## Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

**Incumbent**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Manager**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**Division Director/ADM**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date