



**Service New Brunswick
Records Analyst
Open Competition
Administrative Assistant (ASL3)
Fredericton**

Service New Brunswick is seeking an individual to join the Information Management and Compliance, Records Management Unit within the Finance, Human Resources & Strategy division as Records Analyst in Fredericton.

Reporting to the Manager of Records Management, the Records Analyst will be responsible for the organization, storage, protection, and access of records within Service New Brunswick in compliance with policies and procedures.

Key responsibilities will include but are not limited to:

- systematically managing information assets from creation or receipt through processing, distributing, sharing, using, accessing, organizing, storing, retrieving, and final disposition;
- organizing and describing records according to a standardized classification file plan;
- capturing, sorting, classifying and coding records;
- filing correspondence in all formats;
- maintaining accurate metadata and records of transactions within HPE Records Manager (electronic records management software);
- applying retention and disposition to semi-active records and preparing them for transfer to offsite storage;
- obtaining approvals for inactive records destruction in accordance to approved records retention and dispositions schedules;
- establishing and maintaining good working relationships with internal/external clients;
- responding to ad hoc requests by searching, locating, retrieving and delivering information assets in a timely manner; and
- other related duties may be assigned as necessary for operational requirements.

ESSENTIAL QUALIFICATIONS: Graduation from High School supplemented by a one-year related post-secondary diploma, plus a minimum of three years of related work experience. Subject to the response to this competition, an equivalent combination of training and experience may be considered, or the required years of experience may be increased.

Written and spoken competence in English is required.

Applicants must clearly demonstrate the essential qualifications to be given further consideration. Please state your language capability on your application and ensure that preferred language for assessment is clearly identified.

ASSET QUALIFICATIONS: Preference may be given to candidates who demonstrate the following asset qualifications:

- certificate or training in records management;
- fundamental knowledge of records and information management;
- knowledge of HPE Records Manager; and
- knowledge of Microsoft Office products.

Subject to the response to this competition, candidates may be required to demonstrate on their application one or more of the asset qualifications in addition to the essential qualifications in order to be given further consideration

OPERATIONAL REQUIREMENTS: This position may require limited flexibility in working hours, with occasional weekday evening or weekend work. This position may also require some travelling within the province therefore candidates must possess a valid New Brunswick driver's license.

BEHAVIOURAL COMPETENCIES: The successful candidate will possess the following behavioral competencies:

- Analytical Thinking/Judgement
- Client Service Orientation
- Concern for Order
- Effective Interactive Communication
- Impact and Influence
- Initiative
- Relationship/Network Building
- Results Orientation
- Teamwork and Cooperation

TECHNICAL COMPETENCIES: The successful candidate will possess the following technical competencies:

- Ability to Use Office Technology, Software and Applications

- Knowledge of records and information management
- Planning and Organizing Skills
- Presentation Skills
- Written Communication

NOTE: To be given consideration under this competition, you must demonstrate on your application how, when and where you acquired the qualifications required for this position. Your résumé must present education and work experience in reverse chronological order, with work experience detailed in both months and years, and whether it was part-time or full-time (e.g. May 2000 to June 2004 — full-time).

This competition may be used to fill future vacancies at the same level within the same work location.

Candidates registered with the [Equal Employment Opportunity Program](#) and veterans, who demonstrate they are among the most qualified, shall be given preference at the time of appointment. We are an Equal Opportunity Employer and we promote a scent-reduced environment.

Salary : \$36,868 - \$44,694 annually – Administrative Services Level 3 - Administrative Assistants, Clerical and Regulatory, Office, Data Processing and Duplicating Equipment Operation.

We encourage applicants to apply on-line at www.ere.gnb.ca **or** by email at HR-RH@snb.ca by **January 23, 2018** indicating competition number **2017-SNB-644**.

We thank all those who apply, however, only those selected for further consideration will be contacted.