



## NON-CONTRACT ROLE DESCRIPTION

**JD2969**

<b>ROLE TITLE:</b>	Clerk, Employee Records	<b>ROLE DESCRIPTION NO.:</b>	00772
<b>DEPARTMENT:</b>	Employee Records	<b>HEABC REFERENCE NO.:</b>	
<b>REPORTING TO:</b>	Coordinator, Employee Records	<b>HSCIS CODE:</b>	06099
<b>CLASSIFICATION:</b>	NCEC/Range 3	<b>JOB CODE:</b>	06099CB

### ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority, patient safety is a priority and a responsibility shared by everyone at VIHA; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Coordinator, HR Services Support Centre, the Associate is responsible for maintaining files and ensuring confidentiality and security of the contents in accordance with organizational policy and regulations. The Associate provides clerical support in a time sensitive environment utilizing a variety of processing and database applications.

### DUTIES AND RESPONSIBILITIES:

1. Performs a variety of clerical duties such as producing reports, preparing correspondence and compiling statistical data for the successful distribution of job postings.
2. Prepares a variety of documents such as employment confirmation letters, seniority letters, student confirmation letters (benefits), relocation verification for Revenue Canada, validate service history (recognition), criminal records checks and mail merge documents.
3. Reviews incoming mail and prioritizes for action. Distributes mail including e-mail and correspondence. Tracks issues for follow-up.
4. Maintains confidential filing systems including personnel, grievance, displacement and job description files. Ensures access to files is restricted and in accordance with organizational policy and regulations such as Freedom of Information and Protection of Privacy Act.
5. Stores and retrieves documents, creates new files and processes outdated files as required. Tracks outdated files, such as terminated employee files, for destruction per VIHA policy and applied legislation.
6. Inputs data utilizing a variety of computer office software such as MS Office and an HRIS.
7. Processes employee changes such as address and telephone, ensuring the HRIS is kept current.
8. Processes a variety of requests such as verifications of employment requests submitted by employees and ensures release of information is authorized.
9. Prepares correspondence, labels and mails notices to employees as required.
10. Distributes various reports such as Seniority and No Annual Earnings as required.
11. Assists with the distribution of job postings to multi-sites, handles incoming posting applications, prepares and forwards job competition results to Hiring Managers and maintains competition files.
12. Performs other related duties as assigned.

**QUALIFICATIONS:****Education, Training And Experience**

A level of education, training and experience equivalent to a high school graduation, one (1) year of related experience, and additional related course work in office or business administration.

**Skills And Abilities**

- Strong computer and keyboarding skills.
- Knowledge of relevant computer programs including word processing, database and spreadsheets.
- Strong organizational skills.
- Physical ability to carry out the duties of the position.