

## EMPLOYMENT OPPORTUNITY

### Filing Clerk



Starland County is seeking a highly motivated professional to join our team in a part time position as a filing clerk. This position will be on a yearly contract as we work to catch up and modernize our filing system. The preferred qualifications for this position include a Certificate or Diploma in office administration, Records, or related program with a minimum of two (2) years related experience, or an equivalent combination of education and experience. The Filing Clerk must be reliable, trustworthy, and accountable with good communication and organization skills. This position does require the physical ability to manipulate, move and lift items weighing up to 40 lbs. Training and experience in an office environment is essential as well as maintaining a professional and positive attitude while providing customer service. The job duties will include but are not limited to the following:

- ✓ Managing various databases, files, folders, and manual records
- ✓ Adding new material to file records
- ✓ Creating new file records with appropriate coding as necessary
- ✓ Archiving old records as required
- ✓ Appropriate documentation of records destruction
- ✓ Ability to maintain confidentiality when dealing with confidential and sensitive information

This opportunity is a part time position working 21-28 hours per week. Hours of work are from 8:00 a.m. to 4:00 p.m. This position will be on a yearly contract. The successful candidate will be required to provide a criminal record check and must be bondable. If this opportunity is of interest to you, please forward your cover letter and resume to the address below no later than July 8, 2022. For additional information, please see our website at [www.starlandcounty.com](http://www.starlandcounty.com).

Starland County  
PO Box 249  
Morris, AB T0J 2B0  
Attention: Human Resources Coordinator  
Fax: 403-772-0015  
Email: [hr-office@starlandcounty.com](mailto:hr-office@starlandcounty.com)

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*