Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
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Keewatin, ON P0X 1C0

Digitization administrator

Job ID	**18-968-05-124-1930**
Web Address	https://careers.indigenous.link/viewjob?jobname=18-968-05-124-1930
Company	CSIS
Location	Ottawa, Ontario
Date Posted	From: 2018-12-20 To: 2050-01-01

Description

Closing Date 2019-08-07
Reference Number 18-968-05-124
Job Category Entry Level
Who Can Apply Canadian Citizens

Location Ottawa, Ontario
Salary Range $54,340 - $66,090
Status Indeterminate (permanent)
Language Requirement Bilingual Non-Imperative (BBB/BBB)

Job Summary

- Operate multiple scanning hardware to fulfill corporate scanning requests.
- Ensure the evidentiary/legal standards of corporate information are upheld throughout the digitization process.
- Update status of digitized records in the records management system.
- Provide expertise and diligent adherence to procedures at all stages of the digitization conversion cycle.
- Perform quality control checks on the results of the digitization conversion cycle to ensure the high standard of quality output is maintained and meets standards.
- Act as a resource-person to clients and provide guidance regarding the digitization criteria of corporate records to assure adherence to relevant policies and procedures.
- Scheduling and inspect the repair of equipment with suppliers to ensure expected quality output and identify/recommend improvements to meet requirements.
- Collaborate with the technician to resolve technical problems encountered with the scanning hardware and software equipment.
- Provide training to unit employees on new equipment and processes.

Education

- Undergraduate degree and one (1) year of relevant experience
- College diploma (3-year) and two (2) years of relevant experience
- College diploma (2-year) and three (3) years of relevant experience
- College certificate (1-year) and four (4) years of relevant experience
  The educational program must be from an accredited learning institution recognized in Canada.
  If you completed a program outside of Canada you will be required to obtain proof of a Canadian equivalency at your expense through a recognized credential assessment service.
  Note: Any higher level of education could be recognized as experience.

Experience
  Relevant experience is defined as:
- Experience working in an Information Management environment or experience working in a digitization program
Candidates must also possess:
- Experience providing guidance and/or services to clients
- Experience with computer applications
- Experience operating digitization hardware or software
- Experience in applying policies and procedures
Assets:
- Experience in performing quality assurance on documents in preparation for preservation, conservation, disposition or digitization.
- Experience working with Records Management Information Systems (RMIS)

Competencies

- Client Service
- Problem Solving
- Organizational Skills/Multitasking
- Rigour

Conditions of Employment

- Lifting of heavy items may be required (boxes of files, equipment, approximately 40 pounds/20 kg)
- Standing for long periods

Notes
 For bilingual imperative positions, offers will be made to qualified candidates who meet the linguistic requirements. For bilingual non-imperative positions, offers will be conditional upon meeting the linguistic requirements within two (2) years of appointment.

Reference Links

Security Requirements
 Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

Others
 We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.

For more information, visit CSIS for Digitization administrator