



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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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/02

Archives Administrator

Job ID 18-968-05-125-6265

Web Address

<https://careers.indigenous.link/viewjob?jobname=18-968-05-125-6265>

Company CSIS

Location Ottawa, Ontario

Date Posted From: 2018-12-20 To: 2050-01-01

Description

Closing Date 2019-07-03

Reference Number 18-968-05-125

Job Category Entry Level

Who Can Apply Canadian Citizens

Location Ottawa, Ontario

Salary Range \$54,340 - \$66,090

Status Indeterminate (permanent)

Language Requirement Bilingual Imperative BBB/BBB)

Job Summary

- Analyze and determine the archival significance of documents in an Information Management environment based on established policies and procedures.
- Research/analyze data on corporate holdings to ensure compliance with disposition authorities
- Prepare and complete the transfer of archival records to Library and Archives of Canada (LAC) to preserve their historical value
- Conduct searches through various applications to remove/delete documents that have no corporate value in an effort to ensure quality
- Ensure the appropriate classification of information and give direction to make the necessary amendments
- Assist clients in searches for historical information where normal avenues of inquiry have failed to locate.
- Act as a resource-person by providing advice/guidance on corporate holdings retention and disposal
- Contribute to the establishment and modification of retention/disposal policies/procedures/guidelines

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 including research, analysis and life cycle of information.

Candidates must also possess:

- Experience providing guidance to clients
- Experience with computer applications pertaining to records or file management
- Experience in applying policies and procedures

Assets:

- Knowledge of corporate file classification systems
- Knowledge of Record Disposition Authority (RDA)

Competencies

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

Conditions of Employment

Work Conditions:

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

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 Archives Administrator](#)