



Central Records Clerk

The town of Rothesay is seeking an organized and detail-oriented professional to join our administrative team as Central Records Clerk.

The Central Records Clerk is responsible for the efficient control of all paper and electronic records of Rothesay, in compliance with related provincial legislation. Daily duties involve managing the lifecycle of municipal information through physical archiving and digital data entry systems. The Central Records Clerk is responsible for scanning high volumes of incoming correspondence, maintaining electronic files and ensuring proper retention schedules in accordance with the Municipal Records Authority for New Brunswick (MRA). Beyond direct file management, the Central Records Clerk supports operations by preparing agendas and meeting records for Council, the Planning Advisory Committee (PAC) and Rothesay Heritage Preservation Review Board meetings. They will assist in identifying action items flowing from meetings and ensure they are conveyed to staff for follow up.

Qualifications for this position include post secondary education in business administration, records management or a related field. Exceptional attention to detail, clear written and verbal communication skills and a demonstrated ability to manage sensitive materials securely are essential for success in this role. The working hours for this position are Monday-Friday 8am-4:30 p.m.

Interested candidates should apply in writing to:

ashleyburchell@rothesay.ca

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