



Chippewas of RAMA
First Nation

Employment Opportunity

Job Title: **Docushare Clerk**
Job Code: FIN575
Department: Information Services
Reports to: Manager Information Systems

Date Posted: 6-Oct-20
Date Closed: 20-Oct-20
(5:00 pm)

****SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR RESIDENT SPOUSE/CHILD OF MEMBER****

The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: Full-Time with Benefits
Availability & Term: Approx. Start Date: October 2020
Remuneration: \$21.27 to start, move to \$22.98 after 3 months

JOB PURPOSE/SUMMARY

To scan documentation into Docushare and coordinate documents for shredding.

QUALIFICATIONS

- Education:**
- Grade 12
- Skills and Abilities:**
- Basic Computer Skills, Keyboarding.
 - Ability to ensure accuracy.
 - Problem solve and analyze data.
- Experience:**
- Computers, 1 year experience minimum.

Other:

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager
Chippewas of Rama First Nation
5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6
Fax: (705) 325-4718 Email: charleneb@ramafirstnation.ca

**** ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED ****

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.

The Chippewas of Rama First Nation - A Proud, Progressive First Nation Community



Job Description

Job Last Updated: 29-Sep-20

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Job Code:	FIN575
Department:	Information Services
Reports to:	Manager Information Systems

JOB PURPOSE/SUMMARY

To scan documentation into Docushare and coordinate documents for shredding.

KEY JOB FUNCTIONS/RESPONSIBILITIES

- Interpret and translate end-user requests into functional requirements and communicate these to management and back to end-users.
- Resolve Helpdesk issues and close tickets - all calls to be returned within 15 minutes.
- Sorting, cataloging, tracking and inputting historical RFN data into Docushare.
- Daily input of RFN correspondence, into Docushare, as it relates to the ongoing business requirements of the organization.
- Work with managers and staff on identifying information for scanning and disposal.
- Maintain record centre (Senior's storage area).
- Properly indexing scanned documents and obtaining information from documents owners.
- Maintain strict confidentiality.
- Design and implement Eforms including liaison with employees to conform Eform needs.
- Train employees on Xerox hardware and software interfaces.
- Design and implement training on Docushare products.
- The duties and responsibilities outlined are representative but not inclusive.