



Records Clerk

Launch Your Career with the Town of Grimsby!

Are you a looking to gain valuable municipal experience while making a difference in your community? The Town of Grimsby is offering a 4-month Records Clerk position where you'll work alongside experienced professionals, develop valuable skills, and contribute to projects that support services for residents across the community.

The Town of Grimsby is a community that blends innovation, natural beauty, and historic charm. Located on the shores of Lake Ontario in the Greater Toronto and Hamilton Area, Grimsby offers waterfront living, vibrant neighbourhoods, active lifestyles, and access to Niagara's wineries, agriculture, cuisine, and world-class attractions.

Behind everything that makes Grimsby such a great place to live is a dedicated team of municipal employees who help keep the community thriving. Working in municipal government means being part of something bigger, the work you do has a real impact on residents every day.

If you're looking to gain practical experience, build your professional skills, and contribute to a community you can be proud of, this opportunity is for you.

Records Clerk Opportunity

Reporting to the Manager of Legislative Services/Deputy Clerk in consultation with the Records, Access and Privacy Coordinator, the Records Clerk is responsible for the maintenance of Town of Grimsby records. The position will assist with the digitization of records, ensure proper document and record classification, and arrange for the confidential destruction of records. The Records Clerk will collaborate with various departments and divisions within the Town of Grimsby to ensure compliance with the Records and Information Management program, policies and procedures.

What You'll Do

Records Digitization

- Assists with organizing the Town's electronic records management systems, including scanning and filing documents.
- File digital records using a unique identifier or naming convention.
- Assign appropriate metadata in electronic records management system.
- Preparation of documents including the removal of staples, clips, fasteners and repairing of damaged documents.
- Determines if records should be retained or destroyed, in accordance with Town by-laws, policies and legislation.
- Uses sound judgement and discretion while working with and assisting with the confidential destruction of Town records.

Records Inventory

- Reviews hard copy departmental files to determine document type based on corporate classification scheme (The Ontario Records Management System – TOMRMS) and retention by-law
- Reviews records in Town's electronic records management system (Laserfiche) based on corporate classification scheme and retention by-law
- Assists with the rearrangement of physical records based on inventory and classification

Other

- Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures, and guidelines.
- Other related duties, as assigned.
- The incumbent may be required to use their personal vehicle to travel to Town facilities, meetings, events, etc.
- The incumbent must maintain the ability to travel in a timely manner to Town facilities, other offices, work locations or sites as authorized by the Corporation for business reasons.

What You Bring

- Currently enrolled or holds a post-secondary diploma or degree program specializing in Records and Information Management, Archival Studies, Library Sciences or a related field
- One (1) year of recent experience in office administration related to the duties listed above.
- Previous experience with data entry, record keeping, digital records and/or digitization is considered an asset.
- Working knowledge of records management and digitization.
- Demonstrated accurate filing and typing skills.
- Customer service skills and ability to maintain discretion in a confidential environment with a high level of attention to detail.
- Ability to handle strict confidential and sensitive information with discretion and tact.
- Ability to set priorities, manage multiple tasks and work independently.
- Strong judgement, analytical and problem-solving skills.
- Effective communication and interpersonal skills, written and oral, with the ability to build and maintain effective working relationships.
- Demonstrated ability to perform general administrative duties including, but not limited to, file organization and management, and general operation of office equipment.
- Ability to work independently and collaboratively as part of a team.
- Strong attention to detail, organization, and accuracy.
- Ability to build and maintain positive working relationships.

Additional Requirements

- Valid and unrestricted Class "G" driver's licence with access to a reliable vehicle and the ability to travel to/from Town Hall.

Position Details

- **Duration:** Four (4) months
- **Hours:** 35 hours per week
- **Status:** Temporary Full-Time
- **Location:** Town of Grimsby – Legislative Services

This position offers a great opportunity to build your skills, gain practical experience, and contribute to a community you can be proud of.

Hourly Rate: \$24.52 per hour (2026 Rate)

How to Apply: If you are excited by this opportunity, we are excited to hear from you! We invite you to submit your cover letter and resume to hr@grimsby.ca by April 6, 2026, at 4:30PM.

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

The Town of Grimsby is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes, and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Office of Human Resources, hr@grimsby.ca if you need assistance.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.