



JOB POSTING

POSITION:	Records Clerk (Temp FT to March 31, 2029)
COMPETITION #:	U2611
DESCRIPTION:	Reporting to the Records Management Supervisor, the Records Clerk provides timely, professional administrative and clerical support to the Records Management Project.
COMMENCING:	ASAP
SALARY:	\$57,258 - \$65,273
QUALIFICATIONS:	<p>Education</p> <ul style="list-style-type: none"> • Two-year post-secondary education in business, or office management from an accredited College program. • Minimum up to two years of business office administration experience, in a high-paced environment. <p>KNOWLEDGE & SKILLS</p> <ul style="list-style-type: none"> • Professional and technical knowledge within the Child Welfare Sector is an asset • Experience in implementation of new software applications • Familiarity with electronic records management. • Proven organizational skills and the ability to manage time-sensitive multiple demands with professionalism in order to successfully set and meet priorities, develop a work schedule and monitor progress towards goals. • Excellent interpersonal skills to positively collaborate with Society staff. • Ability to concentrate and focus on the task at hand, follow detailed procedures/instructions, understand and adhere to organizational/legislative guidelines and maintain a high level of accuracy despite time pressures. • Ability to pick up new ideas and processes quickly, to adapt to changing priorities/responsibilities/duties and to effectively coordinate workload when dealing with time-sensitive material on a daily basis. • Ability to develop positive relationships with co-workers through open/honest communication and helpful support. • Ability to operate effectively in a team, contributing positively to team operations and working relationships. • The Employer reserves the right to waive the required qualifications in the event of other exceptional qualifications or experience.
APPLICATION:	<p>Applications <u>quoting competition number U2611</u> may be submitted <u>no later than the closing date noted below</u>, using one of the following methods:</p> <p>E-mail: khcas.hr@khcas.on.ca</p>

	<p>Mail: Kawartha Haliburton Children’s Aid Society 1100 Chemong Rd. Peterborough, ON K9H 7S2 ATT: HUMAN RESOURCES</p> <p>Fax: 705.745.6641</p>
POSTED:	May 26, 2026
CLOSES:	June 1, 2026
ACCOMMODATION:	<p>Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources department at 705-743-9751 x1260. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable the candidate to be assessed in a fair and equitable manner.</p>
<p>KHCAS is committed to building a diverse workforce representative of the communities we serve. We welcome applications from all qualified candidates, and encourage applicants from Black, Indigenous, racialized and 2SLGBTBQ+ communities. We are committed to a selection process and work environment that is inclusive and barrier free.</p>	