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EMSB



EMPLOYMENT OPPORTUNITY



Commission scolaire English-Montréal
English Montreal School Board

DOCUMENTATION TECHNICIAN

General Circular No. A-24 / 4205 – 8369
(Repost A-68 from 2023-2024)

Place of Work:	Royal Vale School
Status:	50% - 10 months
Salary Rate:	\$20,897.80 to \$27,031.90
Start Date:	Determined by the Board
Schedule:	8:30 a.m. to 2:50 p.m. Tuesday – Thursday
Immediate Superior:	Principal

Nature of the Work

The principal and customary work of an employee in this class of employment consists in performing technical tasks related to the organization and operation of one or more documentation centres: libraries or document management centres.

In his work, the employee in this class of employment may provide technical assistance to personnel involved in document management and to users of documentation centres.

Requirements and Qualifications

- Diploma of College Studies in Information and Library Technologies or a diploma or an attestation of studies recognized as equivalent by the competent authority
- Experience working with budgets and purchasing documents, supplies and materials
- Experience verifying prices in trade bibliographies and publishing house catalogues and managing subscription and renewals
- Fluency in English (both oral and written) and Intermediate knowledge of French (both oral and written)
- Ability to process documentation received and carry out technical work to research, classify, catalogue and index documents
- Knowledge of applicable laws in relation to procedures for filing, loan, circulation, scanning, preserving and disposing of documents
- Knowledge of best practices related to filing or archiving documents according to a retention calendar
- Excellent communication, interpersonal and customer service skills
- Ability to lift and move boxes of documents on a daily basis

Testing and Interview

The Human Resources Department will contact the selected applicants to undergo testing sessions related to the post. Only the applicants who successfully pass the tests will be convened for an interview.

To view the job description as outlined in the classification plan [click here](#) or visit their website <http://cpn.gouv.qc.ca/cpnca/en/negociations/plan-de-classification/personnel-de-soutien/>

Interested candidates should send their letter of interest and curriculum vitae to jobs@emsb.qc.ca to the attention of Ms. Marilyn Ramlakhan, Assistant Director of the Human Resources Department,

by Wednesday September 18, 2024 by 4:00 p.m.

Please refer to the circular number in your letter of application.

The masculine gender was used in this posting to facilitate the reading.

The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples.

