



## Job Posting

### Career Opportunity: CRPQ and Archives Technician

**Department:** Eenu Eeyou Police Force  
**Salary Grade 4:** (Min. \$45,431.00 – Max. \$60,650.00)

**Status:** Permanent  
**Location:** Chisasibi

#### Core Functions

The CRPQ and Archives Technician is responsible for administering the information system of the Eeyou Eenu Police Force (EPPF). More specifically, the incumbent is responsible for ensuring the integrity and traceability of the documents, in accordance with the legislative frameworks in place. Moreover, the CRPQ and Archives Technician participates in implementing information management systems and oversees the maintenance of documents and archive management.

#### Functional Responsibilities

- Train and advise system users and/or Officers on the proceedings.
- Train and advise system users and/or Officers on the *Centre de renseignements policiers du Québec Databases* and on the BeeOn software.
- Punctually support users by going on the spot and declassifying and photocopying files that have to be transmitted according to the *Loi sur l'accès aux documents des organismes publics et sur la protection des renseignements personnels* or for a communication of personal data to other public organizations.
- Realize quality controls and signal any flaw in the CRPQ security policies.
- Review system usage when complaints of system abuse occur (ex. unauthorized searches) and escalate issues to the Controller as they are discovered.
- Apply the policies and the directives regarding the management of documents and archives including *Act B-1.2 respecting Bibliothèque et Archives nationales du Québec*.
- Receive the files from detachments, check their content to ensure their integrity, classify the files, record the documents and temporarily stock the files.
- Input data in the databases containing the active, semi-active and inactive data files, by entering the boxes' numbers and by signalling the active or semi-active files that have to be lent and the inactive files that need to be stock.
- Prepare file boxes based on the disposition lists by filtering the documents that should not be destroyed, removing the files concerning a "human death" and those identified as historical, and by collaborating to sampling of files according to the law in force.
- Attend file destructions and verify that the legislative framework has been respected during the files' destruction or their deposit.
- Participate in the displacement of the semi-active and inactive files according to the calendar of preservation.
- Answer the requests of information by the users.

#### Administrative Responsibilities

- Implement and maintain the management documents system.
- Carry out integrated management solutions of documents and participate in the management of electronic documents including active, semi-active, inactive or closed files.



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- Propose, for every stage of the document's life cycle, solutions regarding document classification and proceedings.
- Maintain an up-to-date calendar for the administrative documents conservation and suggest modifications to the calendar of preservation and to the plan of classification.
- Implement and communicate up-to-date document management policies and guidelines.
- Review and adapt the classification plan of all files.

### Other Responsibilities

- Maintain up-to-date knowledge and skills in area(s) of responsibility including keeping current on best practices in the management of documents, including norms, laws and techniques.
- Perform other duties as required.

### Education

- College diploma in Administration.

### Experience

- One to three years of relevant work experience.

### Language

- Fluency in English.
- Fluency in French.
- Fluency in verbal Cree is an asset.

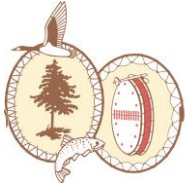
### Knowledge and Abilities

- Good knowledge of the legislative framework, the norms and the techniques relative to documents and archives management.
- Ability to develop and maintain effective working relationships.
- Customer-focused and service-oriented.
- Proven ability to communicate effectively, including with those not in the same specialized field.
- Proven ability to be discreet and maintain confidentiality.
- Demonstrated attention to detail and accuracy.
- Proven organizational skills.
- Demonstrated ability to adapt to a changing environment.
- Proficiency in Microsoft Office products.

### Additional Requirements

- Typical office setting where there are no unusual physical demands.
- Ability to lift 10 pounds.
- Willingness to travel occasionally.

The Cree Nation Government may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.



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### Application Period

From January 19, 2021 to February 3, 2021

### Application

Your application must be sent by email or fax with the competition number: **EEPF-210103-1**

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