



Where ideas work

**BC Public Service  
Ministry of Attorney General**

**Supervisor and Appellate Court Records Officer**

**Represent the judicial system as a whole**

**Vancouver, B.C.**

As the Supervisor and Appellate Court Records Officer, you will maintain and deliver a multi-media records and information management program for the Court of Appeal; including classification, storage, security, inventory, retrieval and destruction. You will supervise the Ushers for both the Court of Appeal and the Supreme Court which is a team of six in two regions. You will also have overall responsibility for a variety of tasks to assist the Justices and facilitate the operation of these courts.

These tasks include administering and controlling the lifecycle management, storage, retrieval and disposition of all court record information and developing and managing the vital records disaster recovery plans. In addition, you will manage, document and conduct analysis of processes to support the Justices and facilitation of the Superior Courts, focusing on efficiencies and effectiveness.

This position is in an office environment within a traditional and conservative court setting. If you are tactful and thrive in busy surroundings, we encourage you to apply.

**For more information, including how to apply online by December 30, 2011, please visit:**  
<http://employment.gov.bc.ca/SupervisorAppellateCourtRecordsOfficer8037>.

*Attention: only applications submitted through the BC Public Service's employment website (see link above) will be accepted.*