

FILE CLERK

DISTINGUISHING FEATURES OF THE CLASS: This work involves the maintenance of a filing system and the performance of general office clerical work under general supervision or in accordance with established procedure. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains a filing system including indexes, guides and registers;
Classifies, labels and files correspondence, reports, memoranda, statistics and other documents;
Labels and inserts folders, guides, etc.;
Secures and charges out papers and documents in accordance with a prescribed routine;
Prepares basic reports from assembled data;
Answers inquiries from contents of the files;
May operate a variety of office machines in the performance of clerical work, such as photocopy, calculator, fax machine, etc.;
May assist in devising and installing new filing systems.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of business arithmetic and English; ability to understand and carry out basic oral and written directions; ability to file alphabetically and numerically; ability to maintain basic records.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

NOTE: Academic, technical or vocational training or office clerical experience may be substituted for schooling on a year-for-year basis.