

RECORDS CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is filing and clerical work of a routine nature which involves the recording, indexing and filing of public documents and legal papers, but which is considerably responsible because of requirements for exacting performance. The work is performed in accordance with established procedure and is directed by a higher level records clerk. Does related work as required.

TYPICAL WORK ACTIVITIES:

Records, indexes and files a variety of public documents and legal papers;
Verifies contents of documents for processing related materials;
Classifies, labels and files correspondence, reports, memoranda, statistics and other documents;
Secures and charges out papers and documents in accordance with a prescribed routine;
Assists in devising and installing new filing systems;
Collates information and prepares statistical reports;
Assists the public in securing information from filed documents which are open for public review;
Assists the public in the issuance of passports and naturalization papers;
Performs related clerical processing;
Maintains records for preparation of reports;
Performs a variety of clerical duties which may include the operation of office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of alphabetical, numerical, subject and other filing systems; good knowledge of business arithmetic and English; good knowledge of office terminology, procedures, and filing equipment and supplies; familiarity with legal forms, documents and related terminology; ability to understand and carry out moderately complex oral and written instructions; ability to write legibly.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of office clerical or business experience.

NOTE: An Associate's degree or higher may be deemed fully qualifying.

SPECIAL REQUIREMENT: An employee hired on or after July 9, 1993, will be required to obtain a certification as a notary public during their probationary term.