

File Clerk

SUMMARY:

Assists departmental staff as required. Compiles and maintains records of business transactions and office activities of the organization by performing the following duties.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- In accordance with organization standard procedures microfilms records and documents.
This entails the following:
- Sets up the machine
- Sorts through the documents, and sets in order
- Catalogues all documents
- Runs the microfilm
- Verifies the tape when finished
- Shreds all documents that have been microfilmed and verified
- Catalogues and stores the tapes

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)