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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | FILING CLERK |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The position of file clerk consists of filing correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used, and locating and removing material from files when requested. |
| QUALIFICATIONS & REQUIREMENTS: | * High school diploma or equivalent;
* Ability to give full attention to what other people are saying, to use logic and reason to identify the strengths and weaknesses of alternative solutions, and to manage one's own time and the time of others.
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| COMPETENCIES: | * Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
* Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
* Integrity — Job requires being honest and ethical.
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| TASKS: | * Add new material to file records, and create new records as necessary;
* Assign and record or stamp identification numbers or codes to index materials for filing;
* Find and retrieve information from files *in re*sponse to requests from authorised users;
* Gather materials to be filed from departments and employees;
* Keep records of materials filed or removed, using logbooks or computers;
* Perform general office duties such as typing, operating office machines, and sorting mail;
* Place materials into storage receptacles, such as file cabinets, boxes, bins, or drawers, according to classification and identification information;
* Scan or read incoming materials in order to determine how and where they should be classified or filed;
* Sort or classify information according to guidelines such as content, purpose, user criteria, or chronological, alphabetical, or numerical order;
* Track materials removed from files in order to ensure that borrowed files are returned.
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| LINES OF COMMUNICATION: | SPECIFY |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |