



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>File Clerk</u>	NEW: <u>X</u>	REVISED: <u> </u>
<small>(Please check one)</small>		
REPORTS TO: <u>Various</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>06/08</u>
DEPARTMENT: <u>Various</u>	JOB CODE: 1024	

DEFINITIONS:

Under close supervision, files records and documents in alphabetical and numerical order, locates and accesses records as requested, tracks files and records taken from storage system, and maintains security of information in the files.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Files records and documents in alphabetical and numerical order; maintains the files and the file area in good order; retrieves files in response to requests; maintains log of files checked out and locates if necessary; reads incoming information and adds to files as appropriate.

Prepares records for microfilming; rotates and prepares files for off premises storage in accordance with record retention procedures; move files to additional locations; destroys files as outlined in the records retention procedures.

Assist with other clerical duties as required.

KNOWLEDGE AND SKILL:

1. Some knowledge of standard office practices, record keeping, office equipment and computer software.
2. Some knowledge of County departments and operations.
3. Some knowledge of Boone County policies and procedures.
4. Skill in organizing, scheduling and reviewing work.
5. Skill in the use of a personal computer.
6. Skill in providing customer service to Boone County employees and the public.

MINIMUM QUALIFICATIONS:

High school diploma or GED; some typing skills, and familiarity with computer software programs.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)