

## **SENIOR FILE CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is filing and clerical work of a moderately complex nature performed under supervision and established procedure. Work guidance (i.e. lead worker) may be provided to a small number of employees of lesser rank. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Maintains a complex 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;  
Assists in devising and installing new filing systems;  
Collates information and prepares statistical reports;  
Answers inquiries from the contents of the files;  
Assists in general clerical work, which may include the operation of office machines.

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

Good knowledge of the operation of alphabetical, geographical, numerical, subject and other filing systems; good knowledge of business arithmetic and English; good knowledge of office terminology, procedures and filing equipment and supplies; ability to understand and carry out moderately complex oral and written instructions.

**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 will be deemed fully qualifying.

**PROMOTION:** One (1) year of permanent status as a File Clerk.