

RECORD CLERK

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for filing, indexing and/or maintenance of a variety of records. The work follows a prescribed routine and is performed under direct supervision. Supervision of the work of others is not a normal function of this position.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Works with members of the public to gather or provide information concerning municipality or agency programs; prepares and processes records relating to such transactions; performs records inventory and analysis;
2. Reviews and advises on all records-related equipment and supply requests;
3. Screens and assembles specifically identified records and files for storage or disposal in accordance with established records control schedules;
4. Opens and closes files according to established procedures, ensuring that all necessary forms are included to complete file, all appropriate signatures are on forms and all papers are in proper order within file;
5. Checks arithmetic on vouchers and corrects as necessary; may compute grade point averages, taxes due, interest due, payment due and other basic mathematical computations;
6. Checks applications for completeness and processes them according to a prescribed routine;
7. Files and follows through on all correspondence using forms and/or for letters;
8. Assists in the preparation of a variety of lists and reports relevant to the department activity;
9. Types forms, cards, reports, permits, licenses, memos, and letters from information supplied by other staff;
10. Makes various entries into official books and ledgers;
11. May assist in the maintenance and compilation of vital statistics such as birth records, death certificates, disease and clinical statistics, etc.;
12. Receives calls and callers, provides routine information and makes appointments;
13. Operates a variety of office machinery such as copiers, fax machines, binders, and electric staplers.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of office practices necessary for interacting with staff and the public, processing workflow, and filing and retrieving information;

Knowledge of the rules for alphabetical and numerical filing;

Knowledge of the filing procedures for specific unit in which employed;

Knowledge of English necessary to respond to written and oral instructions and to answer inquiries for information;

Knowledge of arithmetic to check addition and multiplication and to total numbers and dollar amounts;

Ability to learn computer operations and appropriate software in order to produce simple letters, complete forms, and view or enter information;

Ability to interact with a variety of people for the purpose of exchanging information;

Ability to organize, maintain and extrapolate information from records;

RECORD CLERK (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (Cont'd)

Ability to operate office equipment (copier, fax, switchboard, paper binding equipment, etc.)

Ability to proof and verify large quantities of records and information accurately;

Personal characteristics necessary to perform the duties of this position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from high school or high school equivalency AND six (6) months of general clerical experience;
- OR: (B) Completion of one semester (15 credits) of college, business school or other post high school training;
- OR: (C) An equivalent combination of the training and experience.

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