

INTERMEDIATE FILE CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, incumbents of this class perform varied clerical tasks of average difficulty in connection with the operation and maintenance of a filing system both manual and automated. Some judgment in the application of established procedures and methods is required. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Handles the operation of a filing system of average complexity;

Assists the public in finding records in files open to the public;

Secures desired material from the files;

Assists in setting up new filing systems;

Enters and retrieves information in an automated information system;

Makes entries on cards, letters, memoranda, reports, and other documents;

Collates information needed in the preparation of reports;

Maintains the index to the files;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Gives information to the public, either personally or by telephone.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of alphabetical, numerical, and other filing systems; knowledge of modern office procedures, including the use of office equipment; ability to understand and carry out oral and written directions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; a good memory; accuracy; resourcefulness; initiative; reliability; ability to get along with others; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma.

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J.C.: Competitive
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Job Class Code: C0552
Job Group: III