

SENIOR FILE CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position performs varied and difficult clerical tasks in connection with the operation and maintenance of a complex manual and/or automated filing system. This level differs from Intermediate File Clerk in that there are more complex clerical or technical tasks associated with the operation of a large filing system. Supervision may be exercised over the work of a small number of filing clerks. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Operates, either independently or as the leader of a team, a complex manual and/or automated filing system including the maintenance of guides and registers;

Enters and retrieves data into an automated system associated with the files and compiles reports, as requested;

Provides information to departmental officials, professional staff, employees and to others concerning contents of files in accordance with established procedures for authorized access;

Assists in devising and installing new systems and procedures;

Sorts, labels, and files correspondence, reports, memoranda, tables, maps, x-rays, forms, documents and data in accordance with file room procedures;

Answers inquiries and compiles reports from the contents of the files;

Performs regular quality control of the files and filing system to insure accuracy and to update the files in accordance with prescribed procedures, rules and regulations;

Duplicates file contents using technical procedures and equipment including micrographics, darkroom filming, etc.;

Trains new employees in the procedures of the filing system;

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

Transports files, as required;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of alphabetical, numerical, subject and other filing systems and their operation; familiarity with modern office practices including the use of labor saving devices and automated equipment in office work; clerical aptitude; ability to get along well with others; ability to understand and carry out complex oral and written instructions; ability to schedule, supervise and obtain cooperation of others; ability to effectively use computer

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd) applications such as spreadsheets, word processing, calendar, e-mail and database software; reliability; resourcefulness; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; accuracy; good memory; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and two years of clerical, secretarial or financial recordkeeping experience which included regular responsibility for filing records and documents.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for each year of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.