

## **Central Files Supervisor**

### **SUMMARY:**

Supervises and coordinates activities of workers in the Central Files Department by directing the development, implementation, and maintenance of filing systems.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Directs the control of the organization's corporate and individual customer files and the maintenance of a records preservation program, including off-site records storage/microfilm program.
- Plans and directs compilation and updating of cost and control records.
- Reviews records and reports to ascertain media (paper, microfilm, or computer tape) used, reproduction process, or electronic data processing involved.
- Confers with clerical and supervisory personnel to gather suggestions for improvements and to detect central files problems.
- Reviews records retention schedules and governmental record-keeping requirements to determine timetables for transferring active records to inactive or archival storage, for reducing paper records to micrographic form, or for destroying obsolete or unnecessary records.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)