

Central Files Supervisor - Job Standards

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

KNOWLEDGE OF WORK:

Knowledgeable in file maintenance, storage, retrieval, methodology and technology
Fully conversant with archival processes, regulations regarding records retention and preservation and maintains organization records in accordance with regulation and approved organization policy
Knows how to organize the flow of records in and out of central filing to ensure the location and identity of every file is always maintained
Knows how to operate optical disk storage equipment, microfilm and microfiche equipment and is able to train others in its proper use and maintenance

QUALITY OF WORK:

Every file maintained is properly classified, stored, archived, microfilmed as is appropriate
Minimal to zero missing files by reason of an effective file-tracking system
File are retrieved and supplied to other users in a timely manner
File storage space and equipment is sufficient to effectively manage this function within reasonable costs

QUANTITY OF WORK:

Number of files for each organization function (general customer files, loan files, IRA files, corporate files, etc.) is known, tracked and recorded in organization Management Information System (MIS)
Central Files function is adequately staffed to ensure files are maintained in a current status at all times

PROBLEM ANALYSIS:

Resolves inquiries and complaints about filing within position authority and accountability
Refers problems to supervisor when necessary
Develops methods and systems for tracking files, identifying mis-filed documents, and other common challenges involved in managing and maintaining a filing system