

File Clerk - Job Standards

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

KNOWLEDGE OF WORK:

Understands the basics about organization filing system, order, sequence, priority, and filing methods
Knows basics about organization: departmental functions, and how filing system interfaces with each
Knows basically what a organization is and the importance of files to the organization's operation

QUALITY OF WORK:

Ensures that every file is correctly filed, retrieved, tracked, and microfiched as appropriate
Observes time schedule for filing, retrieving, offsite storage and tracking of files
Is careful about the handling and maintenance of files, file contents, and file security
Follows color coding or other file separation methods to ensure zero defects in misfiled documents

QUANTITY OF WORK:

Maintains the file-handling volume (files per hour) established as the standard for the department
Conforms to file priority and sequence established in completing hourly tasks
Maintains flexibility to accommodate emergency filing requests (filing, retrieving, storage)

PLANNING AND ORGANIZATION:

Keeps work area and files in neat, orderly fashion at all times
Works within established system for file storage, retrieval, microfilm or microfiche
Knows peaks and valleys of file maintenance volumes and plans accordingly