



Provincial Job Description

TITLE:
(036) File Clerk

PAY BAND:
5

FOR FACILITY USE:

SUMMARY OF DUTIES:

Maintains filing systems through the provision of filing and retrieval services.

QUALIFICATIONS:

- ◆ **Grade 12**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Basic medical terminology, where required by the job**
- ◆ **Organizational skills**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Retrieval and Filing Services

- ◆ Maintains records of articles (e.g., cataloguing, signing in/out).
- ◆ Retrieves, sorts and files articles (e.g., films, charts, documents/reports, library material and slides).
- ◆ Utilizes computer system to obtain information necessary to retrieve and/or file articles.
- ◆ Creates folders, envelopes and bar code labels.

B. Clerical / Reception

- ◆ Provides telephone reception.
- ◆ Processes incoming and outgoing mail related to articles being retrieved and filed.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ Photocopies.
- ◆ Faxes.
- ◆ Orders supplies.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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