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## GENERAL STAFFING SOLUTIONS

**POSITION TITLE:**

File Clerk

**General Description:**

Performs routine clerical duties, such as filing correspondence, cards, receipts, invoices, maintaining letters, memoranda, and other indexed records arranged in a file in alphabetical or numerical order according to an established system. Retrieves data or correspondence from files as requested within an appropriate time frame. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

**Skills/Duties:**

- Sorts or classifies information according to content, purpose, user criteria or chronological, alphabetical or numerical
- Locates and retrieves files upon request from authorized users
- Removes or destroys out dated materials in accordance with file maintenance schedules or legal requirements
- Inspects or examines materials or files for accuracy and legibility
- Assigns and records or stamps identification numbers or codes to index materials for filing
- Scans or reads incoming materials to determine filing order
- Places materials into storage receptacles, such as file cabinets, boxes, bins or drawers according to classification and identification information
- Inserts additional data on file records
- Photographs or makes copies of data and records, using photocopying or microfilming equipment
- Authorizes or documents materials movement, using logbook or computer and traces missing files

**Requirements:**

May require a high school diploma or its equivalent with 0 – 2 years of experience.

**Reporting Relationship:**

Works under immediate supervision and typically reports to a supervisor or manager. Primary job functions do not typically require exercising independent judgment.

**I have read the description of my professional responsibilities as an employee of GSN and agree to adhere to the standards described above.**

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Signature

Date