



Provincial Job Description

TITLE:
(036) File Clerk

PAY BAND:
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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**
- ◆ **Organizational skills**
- ◆ **Basic medical terminology, where required by the job**

EXPERIENCE:

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

KEY ACTIVITIES:

A. Retrieval and Filing Services

- ◆ Maintains records of articles (e.g., cataloguing, signing in/out, purging).
- ◆ 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 bundles (e.g., information packages for specific clients) 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.
- ◆ Photocopying/scanning/faxing/indexing
- ◆ 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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: May 16, 2024