

# The Corporation of Guardianship, Inc.

## Job Description

---

### File Clerk

---

#### ***General Statement of Duties***

The File Clerk performs general clerical duties to support the work of the Administrative Assistant. The person in this position performs a wide range of clerical tasks that are focused on developing and maintaining the organization's filing system. The File Clerk will work with both paper documents and electronic files, and do routine tasks like data entry, organization, cross-referencing, scanning, copying and retrieval.

#### ***Distinguishing features of this Position***

The File Clerk is driven by the importance of The Corporation of Guardianship's mission. The person in this position assists the Administrative Assistant in keeping the office running smoothly. He/she must have strong communication and organization skills as well as superior attention to detail. The Office Clerk works under the guidance of the Administrative Assistant and under the supervision of the Executive Director.

#### ***Illustrative Examples of Work***

- Use scanners to convert documents, forms, receipts, and reports into electronic format.
- Add new material to file records, and create new records as necessary.
- Eliminate outdated or unnecessary materials, destroying them or transferring them to inactive storage according to file maintenance guidelines and/or legal requirements.
- Find and retrieve information from files in response to requests from staff.
- Sort or classify information according to guidelines such as content, purpose, or chronological, alphabetical, or numerical order.
- Design systems and forms related to filing systems.
- Gather materials to be filed from departments and employees.
- Perform general office duties such as typing, operating office machines, and sorting mail.
- Ensure no materials in files are misfiled or lost.
- Be able to explain filing system to others.
- Greet clients and visitors to the organization in a professional and friendly manner.
- Perform other office support tasks as needed.
- Perform all duties in accordance with The Corporation of Guardianship's policies and procedures, safety guidelines, and client confidentiality standards.

### ***Knowledge, Skills, and Abilities***

- Must have superior organizational skills, accuracy, and attention to detail.
- Must demonstrate excellent interpersonal skills and the ability to speak, listen and write in a clear and thorough manner.
- Knowledgeable of computer programs (specifically Microsoft Office) including word processing, databases, spreadsheets, email and internet.
- Proficiency in the use of office equipment including computer, voice messaging systems, fax, copier, and scanner.
- Ability to assess situations to determine the importance and make clear decisions which are timely and reflect the priorities of the organization.
- Maintain confidentiality, diplomacy and professional demeanor at all times.

### ***Desirable Education and Experience***

High School Diploma with a minimum of 2 years of professional clerical experience required. Associate's degree in business or a related field preferred. A combination of education and professional experience will be considered. Must pass background check and credit check.

### ***Special Requirement***

Possession of a North Carolina Driver's License.