

Job Specification

CLERK 2, RECORDS

DEFINITION

Under the general supervision of a Clerk 3, Records, or other supervisory official in a State department, agency, or institution, performs varied and complex clerical work involving the systematic arrangement of records for storage or reference purposes; checks, sorts, codes, indexes, stores and files records, documents, and other materials in accordance with the established filing system used by the department or agency; locates and extracts information from file upon authorized request; takes the lead over clerical staff; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Files correspondence, cards, memoranda, surveys, blue prints, application forms, invoices, receipts and other records in alphabetical or numerical order, or according to the filing system used by the department or agency

Reviews and processes documents, forms and other materials in accordance with established rules, regulations and/or agency guidelines

Performs varied and complex filing work requiring the application of independent judgment

Locates and removes records from file in response to authorized requests

Track materials removed from files in order to ensure that borrowed files are returned

Scan or read incoming materials in order to determine how and where they should be classified or filed

Assigns, records and stamps identification numbers or codes in order to index materials for filing

Enters and/or retrieves information on a computer terminal

Prepares records for and operates computerized reading equipment used to assist in retrieving records

Makes photo copies of letters, checks, leases, permits, applications, and other documents or records

Classifies, indexes and cross references records and files

May recommend the modification of filing systems, or assist in the implementation of new filing systems

Performs office clerical duties such as typing, faxing documents, and sorting mail, but not as the primary function of the position

Performs periodic inspections of materials or files in order to ensure correct placement, legibility, and proper condition

Remove and dispose of outdated files and/or materials

May file important and/or confidential documents in a vault or other secured storage area utilized by the appointing authority; removes documents from vault upon authorized request

May receive, review, arrange and prepare records of varied types for the microfilming process; operates microfilming equipment

Trains staff responsible for performing filing work

Takes the lead over clerical staff responsible for performing filing/recordkeeping work

Determines the need for, and requisitions supplies and equipment

Operates, maintains and makes minor adjustments to various office machines

Answers telephone and e-mail questions regarding records and files; escalates the more difficult inquiries to the appropriate person

Records and/or maintains simple logs or reports of information pertaining to filing, data entry and retrieval, or record processing activities

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units

REQUIREMENTS:

EXPERIENCE:

Two (2) years of experience in clerical work involving the checking, sorting, indexing and/or filing of records.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of office methods, procedures, policies, guidelines and equipment used to check, sort, index, store and file records

Knowledge of alpha-numeric sequencing

Knowledge of the Division of Archives and Records Management schedule

Ability to sort, index, file, and pull varied types of materials using an established filing system

Ability to organize files and complex clerical work

Ability to comprehend established office routines and department regulations

Ability to organize assigned clerical work and develop effective work methods

Ability to safeguard important and/or confidential records which can't be easily replaced

Ability to train filing staff

Ability to make simple arithmetic calculations and tabulations

Ability to understand, remember, and carry out oral and written directions

Ability to perform tasks accurately within prescribed time frames

Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the department

Ability to operate and perform routine maintenance on office machines and other equipment

Ability to prepare simple reports

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible