



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>File Clerk II</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Public Administrator</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>01/16</u>
<b>DEPARTMENT:</b> <u>Public Administrator</u>	<b>JOB CODE:</b> 600	

### **DEFINITIONS:**

Under close supervision, files records and documents in alphabetical and numerical order, locates and accesses records as requested, tracks files and records taken from storage system, and maintains security of information in the files.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Files records and documents in alphabetical and numerical order; maintains the files and the file area in good order; retrieves files in response to requests; maintains log of files checked out and locates if necessary; reads incoming information and adds to files as appropriate.

Prepares records for microfilming; rotates and prepares files for off premises storage in accordance with record retention procedures; move files to additional locations; destroys files as outlined in the records retention procedures.

Assist with other clerical duties as required.

**KNOWLEDGE AND SKILL:**

1. Some knowledge of standard office practices, record keeping, office equipment and computer software.
2. Some knowledge of County departments and operations.
3. Some knowledge of Boone County policies and procedures.
4. Skill in organizing, scheduling and reviewing work.
5. Skill in the use of a personal computer.
6. Skill in providing customer service to Boone County employees and the public.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, binding machines, hand-held recording devices, filing cabinets, and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

**MINIMUM QUALIFICATIONS:**

High school diploma or GED; some typing skills, and familiarity with computer software programs.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)