

Position Title: Scanning/Filing Clerk
Department: Administration
FLSA Status: Non-Exempt
Reports to: Executive Administrator
Prepared by: Human Resources
Revision Date: October 2024

Position Overview

Reporting directly to the Executive Administrator and working under direct supervision, the employee maintains all Ward files using a master file system by Ward number (specific hard copies kept in the paper files) and scans all documents, so they are accurately placed in the Agency's Guardian Management System (GMS). Provides clerical support to various departments, is the backup to the Receptionist, and assists with special projects as needed.

Primary Accountabilities

Scans all pertinent documents, correspondence, etc. related to the Wards in their proper file and sections into GMS and master file system.

Documents and processes all expired, restored and successor appointed wards.

Corrects errors found in documents submitted for scanning.

Responds to requests for files, sections of files, or documents contained in a file from staff.

Tracks documents going into ward's files and/or sections of files through a computerized system and through the use of spreadsheets.

Upon direction of the Executive Administrator, provides clerical support to various departments on an as needed or on-going basis.

Prepares simple spreadsheets and tracking of files on an on-going basis.

Acts as a back-up for the Receptionist position when he/she is not available and operates multi-line phone system to answer and route incoming calls/voice mails.

Additional responsibilities may be assigned as needed.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

Education, Skill Requirements and Other Essential Functions

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Proficient in basic computers skills, especially in Word, Excel, Outlook for email and Internet and other internal and external software applications is preferred.

EDUCATION and/or EXPERIENCE

A high school diploma or general education degree (GED) is required with a minimum of one (1) year previous experience within an Administrative work environment. A combination of work experience and education will be considered.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence and memos; as well as the ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the Agency.

Bilingual language capabilities (English/Spanish) is preferred.

MATHEMATICAL SKILLS

Ability to add/subtract two digit numbers and to multiply/divide 10's and 100's. Ability to perform these operations using units of standard money and weight measurement, volume and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out simple one or two step instructions. Instructions furnished in written and oral form. Have the ability to deal with everyday problems in a professional and effective manner.

CERTIFICATES, LICENSES, REGISTRATIONS

As a condition of employment, requires an acceptable criminal background verification, driving record, and credit check during the pre-employment process and throughout employment which is reviewed, verified, and approved according to state guidelines

Working Conditions

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

This job operates in a professional, indoor, and temperature-controlled work environment. This role routinely uses standard office equipment such as computers, phones, and office machines (i.e., photocopiers, scanners, fax machines, etc.). The noise level in the office is moderate with busy phones and other working personnel. This position can be performed remotely.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Read, acknowledged and signed by: _____ on _____.
Signature Date