



## Job Description

<b>TITLE:</b>	<b>FILE CLERK VOLUNTEER</b>		
<b>DEPARTMENT:</b>	<b>CITY CLERK</b>	<b>REPORTS TO:</b>	<b>CITY CLERK</b>
<b>STATUS:</b>	<b>VOLUNTEER</b>	<b>EFFECTIVE DATE:</b>	<b>NOVEMBER 2013</b>

### **JOB SUMMARY**

Under direction of the City Clerk, organizes scanned files into electronic folders and files paper documents.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The person in this position performs duties and responsibilities which may include but are not limited to any combination of the following tasks:

- Electronically scan documents
- Review and appropriately name scanned files
- File electronic documents into appropriate computer files
- File paper documents into appropriate files
- Maintain confidentiality of information in files and learned on the job
- Other related duties as feasible

### **EDUCATION and EXPERIENCE**

- Experience with computer and paper filing systems

### **KNOWLEDGE, SKILLS and ABILITIES**

- Computer literacy for renaming files and moving into folders
- Ability to analyze documents and determine appropriate names for files

### **SPECIAL REQUIREMENTS and/or CERTIFICATIONS**

Satisfactory completion of a criminal background check

### **WORKING CONDITIONS**

Work is performed indoors at City Hall.