

## RECORDS CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is filing and clerical work of a routine nature which involves the recording, indexing and filing of public documents and legal papers, but which is considerably responsible because of requirements for exacting performance. Work is performed in accordance with established procedure and is directed by a higher level records clerk. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Records, indexes and files a variety of public documents and legal papers;  
Verifies contents of documents for processing related materials;  
Classifies, labels and files correspondence, reports, memoranda, statistics and other documents;  
Secures and charges out papers and documents in accordance with a prescribed routine;  
Assists in devising and installing new filing systems;  
Collates information and prepares statistical reports;  
Assists the public in securing information from filed documents which are open for public review;  
Assists the public in the issuance of passports and naturalization papers;  
Performs related clerical processing;  
Maintains records for preparation of reports;  
Performs a variety of clerical duties which may include the operation of office machines;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the operation of alphabetical, numerical, subject and other filing systems; good knowledge of business arithmetic and English; good knowledge of office terminology, procedures and filing equipment and supplies; familiarity with legal forms, documents and related terminology; ability to understand and carry out moderately complex oral and written instructions; ability to write legibly; clerical aptitude.

### MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and two (2) years of office clerical or business experience.