

SUPERVISING FILE CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class supervises and maintains a central filing system in the Board of Elections or at the Westchester County Medical Center. Responsibility involves the operation and maintenance of a large, central manual and/or automated filing system involving the application of complex filing procedures and implementing rules and regulations applicable to the contents of the files. Supervision may be exercised over a number of file clerks and other support staff assigned to the filing section. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

When assigned to the Board of Elections:

Applies Soundex or other procedures to identify contents of the filing system;

Supervises the coding, entry and filing of new material and data;

Supervises the checking of voter registration forms for accuracy and content and the "follow-up" to obtain required information, including correspondence and the checking of pertinent lists and office records;

Enters and retrieves data and compiles reports using an automated record system and equipment;

Checks all records periodically, removing out-of-date records, if laws permit;

Responds to inquires from staff members or the general public regarding departmental procedures involving the maintenance of records and gives the necessary information either over the telephone or in person;

Sets up new work procedures and makes changes in existing procedures to conform to departmental needs;

Labels and inserts guides and folders;

Obtains desired records and papers from files;

Correlates related information in files for departmental use;

Trains personnel assigned to filing section;

Compiles routine reports and statistics.

When assigned to the Medical Center:

Supervises lower level clerical staff in carrying out the operations of the main file room, basement file room, centralized filing functions, which includes the creation, maintenance, tracking, duplication, archiving and purging of files, and processing requests for information;

EXAMPLES OF WORK: (Illustrative Only) (Con't.)

Supervises the quality control of the file room by ensuring that films are mounted and read in a timely fashion and that films are tracked and retrieved according to established procedures;

Checks all records periodically, archiving and purging files according to departmental policy;

Sets up new work procedures and makes changes in existing procedures to ensure effective and efficient service and to conform with departmental needs;

Responds to requests regarding the contents of files following departmental procedures regarding the release of medical information;

Supervises the checking of films for accuracy and content and the "follow-up" to obtain required information;

Trains, schedules, and evaluates personnel assigned to filing section, ensuring compliance with WCMC policies and procedures;

Compiles routine reports and statistics, including the daily missing diagnostic report, and monitors the film folder tracking system;

Obtains requested records from files;

Maintains adequate supply of film folders, labels and RIS supplies.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of a comprehensive filing system of alphabetical, numerical, and subject files and their operation; good knowledge of modern office practice, including the use of automated and other labor saving devices in office work; knowledge of the uses and the limitations of primary and secondary records, indexes, and classification systems; ability to understand and carry out complex oral and written directions; ability to lay out work for others and to direct them in their work; ability to get others to work together effectively; ability to work under pressure and with frequent interruptions; ability to get along well with others; initiative in recognizing need for improvement in, or adaptation of, existing systems and effecting changes in them; perseverance in tracking down missing and misfile items; accuracy in filing; good memory; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a standard high school or vocational school course and five years of satisfactory clerical experience, four years of which must have been in the operation of a comprehensive filing system.

West. Co.

Job Class Code: C1061

J.C.: Unclassified - Board of Elections

Job Group: VI

Competitive - Westchester Medical Center

WPP197

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