

GENESEE COUNTY

FILE ROOM ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves maintaining the currency of the filing system in a County Department through the continual addition of new material and the purging of file contents which have become obsolete. In carrying out these duties, the File Room Attendant may work with fiberboard storage files which may weigh up to fifty pounds each. The work is performed under direct supervision in accordance with established policies and procedures. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Maintains client/resident files in a department;
Ability to navigate client applications that contain client information;
Sorts and files correspondence and departmental forms;
As records become obsolete, removes these from files, and disposes of them in a manner prescribed;
Prepares labels and jackets for newly-opened files;
Maintains stock of various forms utilized by the department;
Reproduces departmental forms, as required;
Scan and index paper files into electronic depository;
Management of electronic files;
May perform minor housekeeping duties in file room;
Performs other clerical duties as required to maintain adequate filing system.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS: Working knowledge of routine office procedures; ability to learn the operation of a scanner; ability to follow instructions; ability to do strenuous work involving heavy lifting over extended periods of time; ability to work effectively with others.

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

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms. Employee may have to climb a ladder or step stool. The employee is required to walk, talk and hear.

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The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: None

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Labor Class

Adopted 1/27/82

Revised 2/17/82, 4/30/96, 9/11/98, 10/8/24, 2/26/25