

Job Description for Temporary, Casual or Interim Positions

Job Title	Data Entry/File Clerk		
Interim Job Code	INT002	Pay Grid	Temporary
Student Work Program Job Code	WPS002	Pay Grade	Level 1

Job Summary

Performs a variety of routine tasks related to file maintenance and updating of records, in accordance with established procedures.

Accountabilities

1. Maintain and organize hardcopy and/or electronic records/files.
2. Update records by entering data into spreadsheets or databases and/or filing of documents.
3. Retrieve data from databases or other electronic files as requested.
4. Package records and arrange for their transfer to off-site storage facilities.
5. Participate and assist in Records Management projects such as office moves, file conversion, document scanning and destruction of old files, as directed.

Qualifications

Education: High school diploma or equivalent.

Experience: 6 months of relevant experience.

Working Conditions

- Typical office environment.
- Intermittent periods of standing and repetition.
- Work is completed under close supervision.

Exclusions

- Does not setup filing systems.
- Does not review data files and documents for errors or anomalies.