



FILE CLERK
OFFICE OF FINANCIAL MANAGEMENT

CARES ACT RELIEF FUND
Salary/Hourly Range: 18
FLSA Status: NON-EXEMPT

INTRODUCTION

The File Clerk position is an entry level clerical job that maintains department or program records. File Clerk job duties include updating files and performing audits to ensure the appropriate information is filed. File Clerks perform many organizational tasks to ensure the professionals they support have the most accurate and up-to-date documentation they need when they need it. Prolonged periods of computer use to perform duties and complete assignments.

KEY DUTIES AND RESPONSIBILITIES

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

- 1) Develop and maintain a file plan.
- 2) Maintains strict confidential records and information.
- 3) Accuracy of files in a system.
- 4) Retrieve documents when it is requested.
- 5) Scan, label and update paper/electronic files.
- 6) Recordkeeping.
- 7) Perform regular quality checks on the file system.
- 8) Place files, digital or paper, into their proper locations.
- 9) Photocopy, scan, and send records electronically.
- 10) Performs other duties as assigned to achieve Tribal/Program goals and objectives.

MINIMUM QUALIFICATIONS

Education: High school diploma or GED equivalent; AND

Experience: Six (6) months entry level clerical work experience performing in an office environment; OR

Equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Well-organized and able to balance competing demands
- Thrives in a fast-paced environment
- Professional, organized with strong administrative, communication and interpersonal skills
- Self-motivated, able to multi-task, ability to meet deadlines & prioritize tasks and works well under pressure
- Able to problem solve, with strong attention to detail
- Proactive and can work independently
- Good knowledge of computers and Microsoft Office
- Ability to maintain detailed records
- Knowledge of filing systems
- Ability to implement new systems
- Great time management skills

- Ability to establish and maintain professional working relationships with other agencies that provide supportive services
- Verbal communication skills
- Ability to resolve conflict
- Listening skills
- Ability to multi-task
- Customer service skills
- General math skills
- Problem solving skills
- Ability to be thorough

NECESSARY SPECIAL REQUIREMENTS

- 1) Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license and complete/pass the Hopi Tribe's Defensive Driving course. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.