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# Example of File Clerk Job Description

Our growing company is looking to fill the role of file clerk. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for file clerk

* Files deals and maintains the files and file room
* Work with department lead
* There is minimal to no lifting required
* Pull large number of titles from storage bins
* Scan titles into or from internal system
* Deliver title packets to various departments
* Scan and kit documents
* Transfer hard copies to soft copies
* Assists with Team Play maintenance and report generation
* Works with others to coordinate special activities and events

## Qualifications for file clerk

* Must have the physical ability to lift 50 lbs
* Basic clerical and typing skills
* Ability to process paper/electronic documents and operate computer keyboard
* Ability to lift, push, or pull at least 50 lbs
* Professional with internal and external customers
* Ability to adapt to change in an ever changing environment