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# Example of Records Clerk Job Description

Our growing company is looking for a records clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for records clerk

* Files paper records
* Responsible for administrative support to a department or individual
* Duties include typing, filing, answering phones, scheduling, financial record keeping, coordinating meetings and conferences, obtaining supplies and sorting/distributing mail
* Interpret and complete data entry providing details, locations, description for all well maps which include
* Process records for storage
* Perform other such duties as required
* Handle records management duties to support customer activities ensuring company program and policy requirements are met for all company records
* Maintain master file of all reports received
* Ensure accuracy and integrity of data entered into CIS system and documentation in student records
* Supervises and assigns the work to the employees

## Qualifications for records clerk

* Proficiency in PC, knowledge of Microsoft programs such as Word, Excel, internet and intranet
* 1+ years of working with scanning documents and indexing preferred
* 1-2 years in distributing Medical Records to general public and other practicing providers required
* Demonstrated experiencein office procedures, filing and related clerical duties required
* Ability to work with computers and the necessary software typically used by the department required
* Equipment log books and Discrepancy Report documentation in accordance with program guidance