Example of File Clerk Job Description

Powered by www.VelvetJobs.com

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

Responsibilities for file clerk

- Ordering references and scheduling meetings for department functions
- Scanning patients charts into the system
- Answering phones and inquiries
- Overseeing RFPs
- Boxing documents for storage
- Request missing reports
- Making sure updated reports and results are in the patients file
- Runs ad hoc employee data reports by creating specific reports and spread sheets
- Files documents and correspondence
- Review and catalog archived documents

Qualifications for file clerk

- Should have knowledge of basic math, spelling, grammar, punctuation and English usage
- Should have knowledge of report, letter, format
- Answer questions about records or files
- May perform general office duties such as typing, operating office machines, and sorting mail
- Professional in working with internal/external staff
- Ability to multi-task, work under pressure and tight deadlines