

JOB DESCRIPTION

JOB TITLE:	Clerical Assistant (Records Management Department)
DEPARTMENT:	Records
REPORTING TO:	Senior Records Management Officer

The Clerical Assistant (Records Management Department) provides efficient support for records management activities. The incumbent contributes to the ongoing development and implementation of improved records management systems and processes in accordance with policies, procedures, legislative requirements and best practices.

Education, Knowledge and Experience

- 5 CXC or GCE O'Level passes, including English Language and Mathematics
- Certificate in Records Management
- Proficiency in the use of Microsoft Office Tools and software relevant to job function
- Proficiency in the use of routine office equipment
- In –depth knowledge of records management techniques and concepts.
- Three (3) years' experience performing similar job functions

OR

Equivalent combination of Qualifications, Training and Experience

Key Duties & Responsibilities

- Provides assistance to the Senior Records Management Officer to maintain an efficient and effective records management system in accordance with organizational and/or departmental policies, procedures and legislative requirements
- Accurately sort, classify and file physical records in the Records Management Department.
- Scan project records for the compilation of a database.
- Prepares and submits reports on a daily basis clearly indicating daily accomplishments.
- Assists in the preparation of any other reports as may be assigned
- Assists with the implementation of the Records Classification Scheme and ensures compliance
- Adheres to all organisation's policies and procedures and provides guidance to staff on the Department's policies and procedures. Advises of any issues arising and recommends improvements as necessary
- Performs routine checks and advises of any hazards that may have negative impact on cleanliness, safety, or security of records; takes corrective action and/or escalates to senior staff
- Performs general clerical duties including; photocopying, faxing, binding, distributing of records internally as required
- Performs any other duties related to the job function as may be assigned.

Dimensions and Scope of Role

- Operate within the Policies and Procedures of the Corporation
- Operate within limits of authority
- Perform work of a highly confidential nature

Key Behavioral Competencies

Customer Focus: Has a strong understanding of the 'gold' standards service requirements and the significance to the success of the business; demonstrates a willingness to respond promptly to internal and external needs.

Personal Attributes: Uses initiative and demonstrates a positive work attitude, self-confidence and high level of energy; is well motivated to perform with minimum supervision; accepts change positively, and adjusts to the demands of the job; reports to work punctually and regularly; displays honesty, high level of confidentiality and credibility in work situations.

Team Player: Performs role assigned in the interest of the team's success as against individual concerns; conveys appreciation to other team members and allows others freedom to contribute in group projects.

Communication: Communicates in a logical and organized manner; communicates well with all levels within the organization.

Business Awareness: Understands the wider business environment in the context of delivering results which add value to the Department and to the Corporation.

Problem Solving: Is able to analyze data, and suggest solutions to problems to allow for efficiency and quality improvements within the work unit.

Key Performance Indicators

- All assignments are addressed in a timely and efficient manner
- High level of confidentiality
- Records Centre is maintained clean, secure, and free from hazards