

Environmental Protection Agency



Job Description

Job Title: Filing Clerk (Office Assistant)
Reports to: Director, Environmental Management Permitting Division
Division: Environmental Management Permitting Division
Overall objective: To maintain the Division's records by using codes, files, etc. and retrieving records as needed.

Duties and Responsibilities:

The Filing Clerk will be responsible for:

- Receiving and monitoring guests and inform appropriate employees regarding guest requests.
- Maintaining records of guest visits in visitor's log.
- Adding new material to file records, and create new records as necessary except for projects which is the responsibility of the Environmental Officers.
- Maintaining office phone list to help visitors and employees in all communication.
- Attending to screening and diverting all incoming calls and forwarding messages to appropriate staff.
- Administering, maintaining records of and distributing incoming mail and documents to appropriate staff members.
- Uplifting daily newspapers for the Division.
- Assisting and supporting Executive Assistant as needed from time to time.
- Managing office files and records, and preparing and maintaining file storage list for easy file access.
- Ensuring the front and entire office area is maintained and kept neat and clean, for both employees and visitors.
- Maintaining all office equipment such as copier, printers, fax machines and first aid kits to ensure smooth office functioning.
- Providing internal support for all maintenance works being carried out through the Administrative Division.
- Making all transportation arrangements for Divisional staff and any other as requested through the Executive Assistant.
- Ensuring supplies and inventories are maintained, including tracking status and orders through the Administrative Division.
- Assigning and recording or stamping, identification numbers or codes in order to index materials for filing.
- Eliminating outdated or unnecessary materials, destroying them or transferring them to inactive storage according to file maintenance guidelines and/or legal requirements and with consultation with the Director.
- Entering document identification codes into systems in order to determine locations of documents to be retrieved.
- Finding and retrieving information from files in response to requests from authorized users.
- Keeping records of materials filed or removed, using logbooks or computers.
- Modifying and improving filing systems, or implementing new filing systems.



- Performing periodic inspections of materials or files in order to ensure correct placement, legibility, and proper condition.
- Placing materials into storage receptacles, such as file cabinets, boxes, bins, or drawers, according to classification and identification information.
- Scanning or reading incoming materials in order to determine how and where they should be classified or filed.
- Sorting or classifying information according to guidelines such as content, purpose, user criteria, or chronological, alphabetical, or numerical order.
- Tracking materials removed from files in order to ensure that borrowed files are returned.
- Designing forms related to filing systems.
- Gathering materials to be filed from officers.
- Operating mechanized files that rotate to bring needed records to a particular location.
- Performing general office duties such as typing, operating office machines, and sorting mail.
- Performing other related duties assigned from time-to-time.

Job Specification

The incumbent should possess at least three (3) subjects CXC/GCE including English Language and Mathematics.

Communication, influence and motivation

He/she will interact with staff and should have good interpersonal skills.

Resource Management

He/she will be dealing with material of a confidential nature.

Accountability

He/she will be expected to use initiative to identify and resolve problems.

Working Hours:

- Monday-Thursday (08:00 h – 12:00 h & 13:00 h – 16:30 h)
- Fridays (08:00h – 12:00 h & 13:00 h – 15:30 h)