



MINISTRY OF LOCAL GOVERNMENT & COMMUNITY DEVELOPEMENT
LOCAL AUTHORITY
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Records Clerk
JOB GRADE:	PIDG/RIM 1
POST NUMBER	
BRANCH:	Corporate Services
SECTION:	Human Resource Management and Administration
REPORTS TO:	Office Manager
MANAGES:	

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date

1. STRATEGIC OBJECTIVES OF THE SECTION:

To provide the Local Authority with support functions of human resource management and administration, documentation management and access to information, general administration, security as well as property management and administration in creating an efficient and effective service delivery organization, with well-trained and customer-focused staff.

2. JOB PURPOSE

Reporting to the Office Manager, the Records Clerk will provide administrative support to ensure that all documents and are organised and up to date in keeping with the established rules and regulations.

3. KEY OUTPUTS

- Mail and other documents are processed and dispatched
- Filing system maintained
- Requests processed
- Record tracking system updated
- Files created
- Records sorted

4. KEY RESPONSIBILITY AREAS

- Participates in maintaining a record of the movement of files in and out of the Unit and across the Ministry;
- Sorts and encloses correspondence on the relevant files;
- Participates in the creation of new files;
- Retrieves files of officers as required;
- Participates in the overall operations of the Unit by retrieving data;
- Stores files and track cards after usage;
- Participates in the process of bring-up files ;

Other Responsibilities

- Performs other related duties as assigned by the Office Manager.

5. PERFORMANCE STANDARDS

- Movement of files recorded and maintained in keeping with established guidelines;
- Data and files retrieved in accordance with established guidelines;
- Files created in keeping with established guidelines;

6. INTERNAL AND EXTERNAL CONTACTS

Internal Contacts

Contact (Title)	Purpose of Communication
Office Manager	<ul style="list-style-type: none">To obtain directives. To provide reports and information
Other staff	<ul style="list-style-type: none">Advise on matters relating to Records Management and Maintenance

External Contacts

Contact (Title)	Purpose of Communication
Members of the public	<ul style="list-style-type: none">Retrieve records on request & approval
Bearers	<ul style="list-style-type: none">Collect and dispatch documents

7. AUTHORITY

- Disseminate information upon request

8. REQUIRED COMPETENCIES

- Excellent communication and interpersonal skills
- Excellent customer service skills
- Good writing, analytical and problem solving skills
- Ability to establish and maintain effective working relationships with other employees
- Ability to work in a team environment
- High levels of professionalism and integrity

9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- 5 CXC's including English Language & Mathematics
- Specialized training in Records Management
- Two (2) years' experience in related field

10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- The incumbent is exposed to dust when repeatedly retrieving files.
- Physical effort required to:
 - Remove and return files to cabinets
 - Move from Registry to various sections of the office to distribute files and documents
- Required to work beyond normal working hours when it is necessary to meet critical deadlines.