

<b>Job Title</b>	<b>FILING CLERK</b>
<b>Division</b>	<b>Land Administration</b>
<b>Section</b>	<b>Lease Preparation and Land Management Information</b>
<b>Location</b>	<b>Head Office</b>
<b>Salary Band</b>	<b>One (1)</b>
<b>Objective</b>	To process, code, store and retrieve records and documents and applies retention and disposal schedules according to established policies and procedures. He/she will file papers, records, documents and other material according to subject matter or other filing system.
<b>Main Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Classifies, codes, cross-references and stores land information records.</li> <li>2. Maintains indexes for classification systems and access lists for security classified records.</li> <li>3. Operates information retrieval systems and responds to requests for records</li> <li>4. Reviews files periodically to ensure they are complete and correctly classified</li> <li>5. Labels files according to retention and disposal schedules and prepares files for disposal</li> <li>6. Compiles statistics and reports on activities within record services</li> <li>7. Sorts material that is to be filed according to particular filing systems</li> <li>8. Files material in drawers, cabinets and storage boxes</li> <li>9. Locates and removes materials from files when requested</li> <li>10. Performs other related duties as assigned.</li> </ol>
<b>Working and reporting relationships</b>	<p><b>Reports to:</b></p> <ul style="list-style-type: none"> <li>• Land Management Information Liaison Officer</li> </ul> <p><b>Other working relationships:</b>  Data Processor  Word Processor  Data Entry Clerk</p>

	Data Base Technician
<b>Job specifications</b>	<p><b>Qualifications:</b> Possesses at least 4GCE "O" Level/CXC/equivalent passes, with a pass in English Language (General).</p> <p><b>Experience and Knowledge:</b> He/she should be able to type and operate a computer. He/she should have at least 2 years clerical experience.</p> <p><b>Personal characteristics:</b> He/she should have procedural or systematic proficiency, with an understanding of general office work routines and procedures. As the position involves direct dealing with confidential information, he/she must demonstrate the utmost confidentiality.</p>