

JOB DESCRIPTION

- TITLE:** **Filing Clerk for Office of the Chancellor**
- QUALIFICATIONS:** Excellent clerical skills with an emphasis on details, organization and logical thinking. Must possess a high level of confidentiality and discretion. Competency with computers is required. Must demonstrate a willingness to learn the filing system and maintain it. Familiarity with the Catholic Faith and the operation of the Catholic Church preferred.
- REPORTS TO:** Chancellor
- EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Diocesan Personnel Policies Manual, Section 6: Performance Review.
- TERMS OF EMPLOYMENT:** 20 hours per week, 12 months - Non-Exempt - Support
- JOB FUNCTION:** Is responsible for maintaining the filing system in an organized manner for the function of the Chancellor's office.

PERFORMANCE RESPONSIBILITIES:

1. Develops a thorough understanding of the filing system.
2. Completes the filing of all materials associated with the function of the Chancellor except those reserved strictly to the Chancellor.
3. Maintains a tracking system for retrieval of materials filed.
4. Documents the location of each file in the system.
5. In collaboration with the Chancellor and in accordance with the diocesan policy on record retention, purges the files on an annual basis.
6. Monitors an inventory of materials necessary for the filing process.
7. Maintains a safe and orderly work area.
8. Provides for his/her own spiritual and professional growth.
9. Assists in promoting a positive and hospitable office climate.

10. Speaks positively about the Diocese of Rapid City.

11. Other duties as assigned.