

JOB POSTING

FILE CLERK

The File Clerk supports the Citizen Review Panel Program and team members by ensuring that all court file documents are obtained, copied and scanned and properly stored in FFCR's electronic filing system. The File Clerk also retrieves and returns court files for each scheduled Citizen Review Panel hearing day.

GENERAL RESPONSIBILITIES

- Retrieve documentation from the court file and copy/scan (per procedure) into the appropriate electronic file or hard copy file.
- Retrieve and return court files for all scheduled Citizen Review Panel Hearings.
- Add new material to electronic file records, and create new electronic records as necessary.
- Eliminate outdated or unnecessary materials, destroying them or transferring them to inactive storage according to file maintenance guidelines and/or legal requirements.
- Enter document identification codes into systems in order to determine locations of documents to be retrieved.
- Find and retrieve information from court files in response to requests from authorized users.
- Perform periodic inspections of electronic files in order to ensure correct placement.
- Scan or read incoming materials in order to determine how and where they should be classified or filed.
- Gather materials to be filed after each review day from the designated CRP team member.
- Keep the workroom neat and functional
- Performs other duties as required

QUALIFICATIONS & EDUCATION

- GED or High School Diploma
- 1-3 years relevant work experience
- Strong organizational skills
- Strong computer skills, including familiarity of Microsoft Office applications
- Comfortable with technology, including high speed scanner and copy machine
- Ability to manage multiple assignments and deadlines
- Strong command of the English language, both verbally and in writing
- Eagerness to assist and support
- Team player who is willing to handle small and large tasks
- Positive, outgoing and supportive attitude

COMPENSATION & BENEFITS

- Part-time (24 hours/week)
- \$11/hour
- Reports to the Program Director
- Not eligible for employer-paid benefits
- Schedule to be mutually determined
- Work location: Children's Courthouse - 155 NW 3rd Street, Miami, FL
- Parking in covered garage near office provided

Please email a resume and cover letter to Ileana Albrecht, Administrative & Outreach Coordinator, at ialbrecht@floridafostercarereview.org. No phone inquiries please.

Florida Foster Care Review embraces equal employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, immigration/citizenship status, disability, and/or protected veteran status.