

JOB DESCRIPTION

RECORDS INVENTORY CLERK

Core Function

The incumbent is required to provide assistance in the creation and maintenance of a manual and electronic records management system for the Personnel Department. Duties involve obtaining relevant data; conducting inventory, compiling, recording, indexing, filing retrieving, storing and disposing of records and maintaining a computerized inventory system.

Duties and Responsibilities

1. Assists in the development and documentation of methods, systems and procedures for the creation and maintenance of a manual and electronic records management system to aid in the design and implementation of a Knowledge and Information (KIM) System of the Personnel Department.
2. Conducts inventory of records to facilitate the development and maintenance of the KIM System for the efficient and effective management of the Department's records and information.
3. Scans documents using relevant equipment for conversion from the manual to digital version.
4. Records, indexes, files, retrieves and stores official documents/records of the Personnel Department.
5. Maintains a computerized inventory system of relevant documents/records.
6. Disposes of official documents of the Personnel Department when required.
7. Performs other related duties as may be required.

Knowledge. Skills. Abilities

- Considerable knowledge of modern office practices and procedures including systems of record keeping.
- Knowledge of the structure, laws, regulations and systems governing the operations of the Civil Service.
- Knowledge of the functions, rules, applicable regulations and instructions of the Personnel Department.
- Knowledge of the methods, techniques and procedures of inventory record keeping.

- Knowledge of the Public Service framework and systems.
- Knowledge of relevant computer applications.
- Basic knowledge of the Public Service Information Technology environment.
- Basic organizational skills.
- Basic written, oral and interpersonal communications skills.
- Basic human relations skills.
- Ability to compile and maintain accurate inventory records.
- Ability to apply and interpret departmental policies and procedures.
- Ability to express ideas in a clear, concise manner both orally and in writing.
- Ability to multi-task.
- Ability to establish and maintain effective working relationships with colleagues and internal and external stakeholders of the Personnel Department.

Experience and Training

Experience in the field of record keeping or inventory related work as may be gained as a clerical officer and training as evidenced by possession of five (5) General Certificate of Education (GCE), Ordinary Level/Caribbean Examination Council (CXC); or any equivalent combination of experience and training.