

BENCHMARK POSITION NUMBER: 5 CLASSIFICATION LEVEL: 3
SECTION TITLE: PUBLIC AFFAIRS EFFECTIVE DATE: _____
POSITION TITLE: FILE CLERK/LIBRARY ASST SUPERVISOR'S TITLE: _____
POSITION NUMBER: _____ SUPERVISOR'S LEVEL: _____

SUMMARY

Under the supervision of the Local Information Officer operates the filing system of the Public Affairs Section; operates a system of film distribution to borrowers; and performs other duties.

DUTIES% OF TIME

- (1) Operates the filing system of the Section by: 50%
- channelling incoming correspondence and newspapers to specified officers, and preparing outgoing mail,
 - keeping files in the appropriate physical condition and creating new files as required,
 - maintaining an inventory of stored information material.
- (2) Operates a system of film distribution to borrowers by: 45%
- keeping records of approximately 1200 films, according to the established procedure of the circulation of film prints,
 - making minor repairs to films and by arranging for major repairs through other staff of the post or through a commercial agency,
 - providing maintenance of film projector and other equipment,
 - withdrawing and destroying films as instructed,
 - preparing quarterly reports for the Information Division of External Affairs and the National Film Board with the help of the Local Information Officer,
 - receiving telephone calls and recommending or reserving films required.