

BENCHMARK POSITION NUMBER: 7 CLASSIFICATION LEVEL: 4
 SECTION TITLE: COMMERCIAL EFFECTIVE DATE: _____
 POSITION TITLE: REGISTRY CLERK SUPERVISOR'S TITLE: _____
 POSITION NUMBER: _____ SUPERVISOR'S LEVEL: _____

SUMMARY

Under the supervision of the Commercial Counsellor, operates the filing system of the Commercial Section; provides clerical support to the Commercial Section and performs other duties.

DUTIES

% OF TIME

- (1) Operates the filing system of the Commercial Section by: 50%
- opening, date stamping, reading, sorting, assigning the appropriate file numbers, and registering incoming correspondence, including telexes (approximate number of pieces a day: 28),
 - channelling incoming correspondence to a specific officer,
 - classifying and filing letters, memoranda, telex messages and other correspondence on the appropriate file, making cross-reference copies when necessary,
 - typing index cards and file covers, according to the established procedures,
 - noting correspondence to be brought forward at a later date and bringing forward correspondence on appropriate date,
 - answering enquiries, searching for misplaced material, and taking corrective actions,
 - keeping files in appropriate physical condition and creating new files as required,
 - bringing to the attention of the supervisor problems encountered in the classification and cross-indexing of documents,
 - opening, date stamping, reading and distributing External Affairs mail,