

**2009-2010 BTEST Summer Student Employment Program
Job Description**

Position Title: File Clerk

Department/Entity: Kainai Board of Education Office

Position Term: 16 Weeks

Rate of Pay: \$10.09/Hour

Deadline to Apply: April 20, 2009

General Description:

→ Assist in general filing duties for all administration personnel.

Major Duties and Responsibilities:

- Filing for approx. 20 employees within the office.
- On occasion may be required to replace Receptionist at the front desk.
- Basic understanding in use of office equipment.

Necessary Knowledge, Abilities and Skills:

- Understanding of filing methods.
- Willingness to be trained.
- Be at work on time each day.

Necessary Training and Experience:

- Basic office computer skills