



Job Code: 7958
Grade: NoPay
HCWR: N

Job Title
Contractor (File Clerk Supervisor)

Department
Cook County Health

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The File Clerk Supervisor will assign work, establish workflow expectations, and records the progress of staff. The position requires discretion and attention to detail. All duties are performed in a highly confidential manner.

Typical Duties

- Supervises and manages staff. Assigns work, identifies deadlines, and establishes sets goals. - Gathers, sorts, and files documents as directed.
- Organizes and boxes files ensuring proper storage for handling and moving boxes.
- Lifts and places boxes onto cart. Pushes/pulls cart and brings to storage. Unloads and stacks boxes as requested.
- Enters and logs the weekly progress of file staff.
- Submits updates/reports when requested.
- Identifies and separates termed files from active files.
- Performs other duties as assigned.

Minimum Qualifications

- High School Diploma or GED equivalent
- Two (2) years of clerical experience, including filing and data entry
- Prior experience supervising and/or managing staff
- Basic proficiency with Microsoft Office
- Must be able to lift a minimum of 25-45 lbs.

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Basic knowledge of Microsoft Office for data entry and reporting
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Demonstrate attention to detail, accuracy and precision



Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.