

Aviation Records File Clerk

Reports to: Aviation Records Clerk Supervisor

Department: Inspections

Division: Everts Air Cargo

Station: FAI

Job Summary:

Provide administrative support for the Aviation Records Department to include the utilization of several different filing systems for proficient document filing.

Essential Functions:

1. Daily filing completed serviceable component tags
2. File all precision measuring equipment paperwork – updating Kardex tracking system and verify accuracy of information in database system.
3. File Embraer vendor files, by accessing online database per component Part Numbers, for correct ATA code location.
4. Operate office machines such as photocopiers, scanners, facsimile machines, and personal computers.
5. Provide management and staff with accurate information by keeping all reference materials updated in an organized manner, and accurately interpreting all resource guides.
6. Responsible for maintaining a computerized data sort.
7. Perform other duties as assigned to include assisting other Everts Air Departments.

Additional Duties:

Safety

1. Comply with all safety aspects of your position.
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Follow all Company practices and procedures.
4. Contribute to the Safety Culture of the Company.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those that you can't personally correct to a supervisor.

Security

1. Maintain employee vigilance and report all security concerns.
2. Be observant of any Customers acting suspiciously and ensure that personnel/visitors are conforming to airport security guidelines.

Physical Abilities:

The Physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. Physical ability to sit for extended periods of time.
3. Requires the ability to be sedentary for extended periods of time.
4. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Qualifications:

1. Requires the ability to understand, retain, and deliver information verbally and written.
2. Requires good organizational, accurate, attention to detail, and record keeping skills; also the ability to input and retrieve information from a database.
3. Requires being self-motivated, organized, and comfortable with frequent change.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Employee Signature _____ Date _____

Employee Printed Name _____