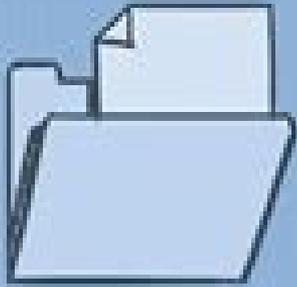
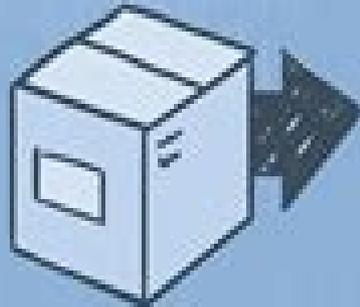


# A DAY IN THE LIFE OF A FILE CLERK



Develop & maintain organized file systems



Prepare records for off-site storage



File & retrieve documents for other personnel



# File Clerk

**SJ Ball**



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