

## **Correspondence, Publication, and Regulatory Clerks**

Correspondence, Publication, and Regulatory Clerks handle administrative tasks related to communication, documentation, and compliance within organizations. They manage official correspondence, prepare publications, and ensure records meet legal and regulatory requirements. Their work supports smooth organizational operations and adherence to standards.

### **Duties and Responsibilities (Points):**

- Draft, review, and manage official correspondence
- Prepare, edit, and format publications, reports, and documents
- Maintain accurate records of communications and regulatory filings
- Ensure compliance with legal, regulatory, and organizational policies
- Respond to inquiries and provide information to stakeholders
- Monitor and track deadlines for submissions and reports
- Organize and archive documents and publications systematically
- Assist in audits and regulatory inspections
- Use office and database software to manage information efficiently
- Collaborate with departments to ensure consistency and compliance in documentation