


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Office Clerk</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p>	<p>Code</p> <p><u>014</u></p>
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<p>Decision Making</p> <p>Prioritizes work and follows clearly prescribed practices when scheduling appointments for clients/physicians/staff, coordinating travel and handling minor accounts receivable.</p>	<p>Degree</p> <p><u>2.0</u></p>
<p>Education</p> <p>Grade 12. Office Education certificate (1200 hours).</p>	<p><u>3.5</u></p>
<p>Experience</p> <p>No previous experience. Six (6) months on the job to become familiar with general office practices and region/facility/department policies and procedures.</p>	<p><u>2.0</u></p>
<p>Independent Judgement</p> <p>Follows established methods. Prioritizes sequence of daily activities. Resolves minor operating problems associated with booking/cancelling appointments and booking vehicles (e.g., CVA).</p>	<p><u>2.5</u></p>
<p>Working Relationships</p> <p>Requires courtesy and tact in reception/telecommunication duties. Has regular contact with clients/patients/residents, while interpreting and scheduling appointments, requiring tact and discretion.</p>	<p><u>2.5</u></p>

Impact of Action	Degree
Provides reception/clerical duties to meet quality and service requirements. May delay services by inappropriate booking of appointments or inaccurate maintenance of records.	<u>1.5</u>
Leadership and/or Supervision Provides orientation to staff.	<u>1.0</u>
Physical Demands Occasional physical effort handling files with periods of data entry requiring accurate coordination of fine motor skills.	<u>1.5</u>
Sensory Demands Regular visual and listening effort consisting of data entry, reception, switchboard, and reading with periods of competing multiple sensory demands.	<u>2.5</u>
Environment Occasional minor conditions such as noise, dust and congested workplace.	<u>2.0</u>