


## Job Evaluation Rating Documentation

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>File Clerk</u></p> <p><b>Date</b> <u>October, 2000</u></p> <p><b>Revised Date</b> <u>2004</u></p> <p><b>Revised Date</b> _____</p>	<p><b>Code</b></p> <p><u>036</u></p>
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<p><b>Decision Making</b> Follows clearly prescribed practices/procedures to maintain filing systems and record retrieval.</p>	<p><b>Degree</b></p> <p><u>1.5</u></p>
<p><b>Education</b> Grade 12.</p>	<p><u>2.0</u></p>
<p><b>Experience</b> No previous experience. Six (6) months on the job experience to learn specific filing systems and computer programs and to become familiar with region/facility/department policies and procedures.</p>	<p><u>2.0</u></p>
<p><b>Independent Judgement</b> Performs filing and retrieval duties per defined procedures. Exercises judgement between filing and records retrieval.</p>	<p><u>2.0</u></p>
<p><b>Working Relationships</b> Has contact/communication with client/patients/residents, physicians, other employees, other health agencies and departments, and the general public requiring courtesy, tact and pleasantness.</p>	<p><u>2.0</u></p>

<b>Impact of Action</b>	<b>Degree</b>
Files patient information to meet quality and service requirements. Impacts have a limited affect on clients/patients/residents from misfiled patient records and may delay related services.	<u>1.5</u>
<b>Leadership and/or Supervision</b> Provides orientation to staff.	<u>1.0</u>
<b>Physical Demands</b> Regular cumulative physical effort reaching, crouching, and lifting/ pulling awkward movable file storage.	<u>2.0</u>
<b>Sensory Demands</b> Regular sensory effort required on concentration and attention to work such as sorting and filing functions.	<u>2.0</u>
<b>Environment</b> Regular exposure to minor working conditions such as dust, poor lighting and occasional exposure to major conditions such as extreme dust, poor ventilation, and isolated file rooms.	<u>3.0</u>