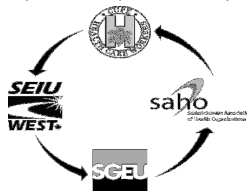


## Job Evaluation Rating Documentation

<b>CUPE, SEIU, SGEU, SAHO</b> 	<b>Job Title</b> <u>Data Entry Clerk</u> <b>Date</b> _____ <b>Revised Date</b> <u>2004</u> <b>Revised Date</b> <u>Feb 16, 2012</u>	<b>Code</b> <u>318</u>
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<b>Decision Making</b> rioritizes work and follows clearly prescribed practices when entering data. Makes decisions regarding the sequence and correctness of data to be entered.	<b>Degree</b> <u>2.0</u>
<b>Education</b> Grade 12. Office Education certificate (864 hours).	<b>Degree</b> <u>3.0</u>
<b>Experience</b> o previous experience. Six (6) months on the job to become familiar with terminology, requisitions and reports and region/facility/department policies and procedures.	<b>Degree</b> <u>2.0</u>
<b>Independent Judgement</b> Follows established methods. Prioritizes sequence of daily activities.	<b>Degree</b> <u>2.0</u>
<b>Working Relationships</b> Requires courtesy and tact when dealing with clients/patients/residents.	<b>Degree</b> <u>2.0</u>

<b>Impact of Action</b>	<b>Degree</b>
Provides data entry duties to meet quality and service requirements. Inappropriate data entry may result in diagnostic tests being delayed or missed. Inaccurate data entry may affect reports and records which are used by physicians for diagnosis.	<u>2.0</u>
<b>Leadership and/or Supervision</b> Provides orientation to staff.	<u>1.0</u>
<b>Physical Demands</b> Frequent physical effort entering data requiring accurate coordination of fine motor skills.	<u>3.0</u>
<b>Sensory Demands</b> Regular visual and listening effort entering data and reading with periods of competing multiple sensory demands	<u>2.5</u>
<b>Environment</b> Occasional minor conditions such as noise, dust, and congested workplace.	<u>2.0</u>