


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Office Administrative Assistant</u></p> <p>Date _____</p> <p>Revised Date <u>2004</u></p> <p>Revised Date <u>New</u></p>	<p>Code</p> <p><u>339</u></p>
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<p>Decision Making</p> <p>Solutions to payroll/financial/scheduling problems are selected from a range of pre-existing methods for dealing with staff issues. Makes minor operating decisions associated with sequence of office administration tasks.</p> <p>Provides interpretation of existing policies and procedures (e.g., payroll, corporate policies) to others.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Education</p> <p>Grade 12. Office Education certificate (1200 hours).</p>	<p><u>3.5</u></p>
<p>Experience</p> <p>Twelve (12) months previous experience in an office environment. Nine (9) months on the job to learn specific departmental or program tasks, payroll system, develop administrative skills and become familiar with region/facility/department policies and procedures.</p>	<p><u>5.0</u></p>
<p>Independent Judgement</p> <p>Performs virtually all tasks involving general office duties according to standard practices or established procedures.</p> <p>Solves minor payroll or scheduling problems with limited analysis.</p>	<p><u>3.0</u></p>
<p>Working Relationships</p> <p>Requires tact to discuss and settle billing and collection issues and inquiries. Requires regular contact with clients/patients/residents and families.</p>	<p><u>3.0</u></p>

Impact of Action	Degree
Coordinates the administrative operations of department/program/facility. Inaccuracies in reports and records for payroll may result in embarrassment and diminish employee relations.	<u>2.0</u>
Leadership and/or Supervision Provides orientation to staff.	<u>1.0</u>
Physical Demands Regular physical effort with keyboarding, sorting and assembling requiring accurate coordination of fine motor skills.	<u>2.0</u>
Sensory Demands Regular sensory effort with keyboarding, filing, sorting, and reading with competing multiple sensory demands including switchboard/admitting/business office duties.	<u>2.5</u>
Environment Occasional exposure to minor disagreeable conditions such as interruptions/deadlines and rudeness/profanity.	<u>2.0</u>