


Job Evaluation Rating Document

	<p>Job Title <u>Office Clerk</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004; January 11, 2017</u></p> <p>Revised Date <u>May 16, 2024</u></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/patients/physicians/staff, coordinating travel and handling minor accounts receivable.</p>	<p>Degree</p> <p><u>2.0</u></p>
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<p>Education</p> <p>Grade 12. Office Administration certificate (Saskatchewan Polytechnic 750 hours).</p>	<p>Degree</p> <p><u>3.0</u></p>
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<p>Experience</p> <p>No previous experience. Six (6) months on the job to become familiar with general office practices and department policies and procedures.</p>	<p>Degree</p> <p><u>2.0</u></p>
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<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.</p>	<p>Degree</p> <p><u>2.5</u></p>
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<p>Working Relationships</p> <p>Requires courtesy and tact in reception/registration duties. Has regular contact with clients/patients/residents while interpreting and scheduling appointments requiring tact and discretion.</p>	<p>Degree</p> <p><u>2.5</u></p>
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<p>Impact of Action</p> <p>Misjudgement in coordinating appointments may delay related services. Delays in processing requisitions and results may delay patient care/treatment.</p>	<p>Degree</p> <p>2.0</p>
<p>Leadership and/or Supervision</p> <p>May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.</p>	<p>Degree</p> <p>1.0</p>
<p>Physical Demands</p> <p>Regular physical effort lifting, reaching and walking. Accurate hand-eye coordination required for computer operation and filing.</p>	<p>Degree</p> <p>2.0</p>
<p>Sensory Demands</p> <p>Regular visual and listening effort consisting of data entry, reception, switchboard and reading with periods of competing multiple sensory demands.</p>	<p>Degree</p> <p>2.5</p>
<p>Environment</p> <p>Occasional minor disagreeable conditions such as interruptions and multiple deadlines.</p>	<p>Degree</p> <p>2.0</p>