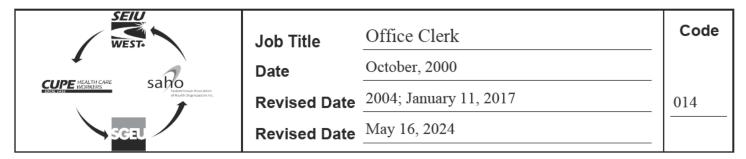
## **Job Evaluation Rating Document**



Decision Making	Degree
Prioritizes work and follows clearly prescribed practices when scheduling appointments for clients/patients/physicians/staff, coordinating travel and handling minor accounts receivable.	
	2.0

Education	Degree	
Grade 12. Office Administration certificate (Saskatchewan Polytechnic 750 hours).		
	3.0	

Experience	Degree
No previous experience. Six (6) months on the job to become familiar with general office practices and department policies and procedures.	
	2.0

Independent Judgement	Degree
Follows established methods. Prioritizes sequence of daily activities. Resolves minor operating problems associated with booking/cancelling appointments and booking vehicles.	
	2.5

Working Relationships	Degree
Requires courtesy and tact in reception/registration duties. Has regular contact with clients/patients/residents while interpreting and scheduling appointments requiring tact and discretion.	2.5

Job Title	Office Clerk Code	014
	t in coordinating appointments may delay related services. Delays in processing nd results may delay patient care/treatment.	Degree
		2.0
Leadership an	d/or Supervision	Degree
May show oth area and proc	ners how to perform tasks or duties by familiarizing new employees with the work esses.	
		1.0
Physical Dema	ands	Degree
Regular phys	ical effort lifting, reaching and walking. Accurate hand-eye coordination required operation and filing.	Dogico
		2.0
Sensory Dema	inds	Degree
	l and listening effort consisting of data entry, reception, switchboard and reading of competing multiple sensory demands.	

Environment	Degree
Occasional minor disagreeable conditions such as interruptions and multiple deadlines.	
	2.0