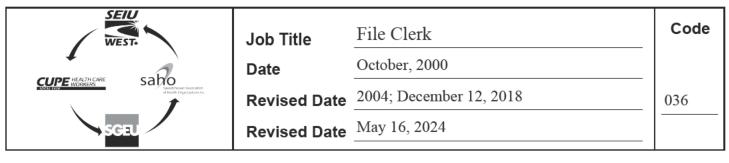
Job Evaluation Rating Document



Decision Making	Degree
Follows clearly prescribed practices/procedures to maintain filing systems and record retrieval.	
	1.5

Education	Degree
Grade 12.	
	2.0

Experience	Degree
No previous experience. Six (6) months on the job experience to learn specific filing systems and computer programs to become familiar with department policies and procedures.	
	2.0

Independent Judgement	Degree
Performs filing and retrieval duties per defined procedures. Exercises judgement in determining sequence of tasks performed.	
	2.0

Working Relationships	Degree
Has contact/communication with clients/patients/residents, physicians, other employees, other health agencies/departments and the general public requiring courtesy, tact and pleasantness.	
	2.0

Job Title	File Clerk Code	036
Impact of Action		Degree
clients/patients,	t records may result in a delay of service and have a limited affect on residents care.	
		1.5
Leadership and	/or Supervision	Degree
-	ers how to perform tasks or duties by familiarizing new employees with the work	
		1.0
Physical Deman	nds	Degree
-	ative physical effort reaching, crouching and lifting/pulling awkward movable	
		2.0
Sensory Deman	ds	Degree
Regular sensor functions.	y effort required on concentration and attention to work such as sorting and filing	
		2.0
Environment		Degree
	are to minor working conditions such as dust, poor lighting and occasional jor conditions such as dust.	

3.0