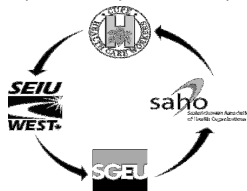


Job Evaluation Rating Documentation

CUPE, SEIU, SGEU, SAHO 	Job Title <u>File Clerk</u> Date <u>October, 2000</u> Revised Date <u>2004</u> Revised Date _____	Code <u>036</u>
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Decision Making Follows clearly prescribed practices/procedures to maintain filing systems and record retrieval.	Degree <u>1.5</u>
Education Grade 12.	<u>2.0</u>
Experience No previous experience. Six (6) months on the job experience to learn specific filing systems and computer programs and to become familiar with region/facility/department policies and procedures.	<u>2.0</u>
Independent Judgement Performs filing and retrieval duties per defined procedures. Exercises judgement between filing and records retrieval.	<u>2.0</u>
Working Relationships Has contact/communication with client/patients/residents, physicians, other employees, other health agencies, departments and the general public requiring courtesy, tact and pleasantness.	<u>2.0</u>

Impact of Action	Degree
Files patient information to meet quality and service requirements. Impacts have a limited affect on clients/patients/residents from misfiled patient records and may delay related services.	<u>1.5</u>
Leadership and/or Supervision May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.	<u>1.0</u>
Physical Demands Regular cumulative physical effort reaching, crouching and lifting/ pulling awkward movable file storage.	<u>2.0</u>
Sensory Demands Regular sensory effort required on concentration and attention to work such as sorting and filing functions.	<u>2.0</u>
Environment Regular exposure to minor working conditions such as dust, poor lighting and occasional exposure to major conditions such as extreme dust, poor ventilation and isolated file rooms.	<u>3.0</u>