


Job Evaluation Rating Document

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>File Clerk</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date <u>December 12, 2018</u></p>	<p>Code</p> <p><u>036</u></p>
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<p>Decision Making</p> <p>Follows clearly prescribed practices/procedures to maintain filing systems and record retrieval.</p>	<p>Degree</p> <p><u>1.5</u></p>
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<p>Education</p> <p>Grade 12.</p>	<p>Degree</p> <p><u>2.0</u></p>
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<p>Experience</p> <p>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.</p>	<p>Degree</p> <p><u>2.0</u></p>
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<p>Independent Judgement</p> <p>Performs filing and retrieval duties per defined procedures. Exercises judgement in determining sequence of tasks performed.</p>	<p>Degree</p> <p><u>2.0</u></p>
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<p>Working Relationships</p> <p>Has contact/communication with client/patients/residents, physicians, other employees, other health agencies/departments and the general public requiring courtesy, tact and pleasantness.</p>	<p>Degree</p> <p><u>2.0</u></p>
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File Clerk

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036

<p>Impact of Action</p> <p>Misfiled patient records may result in a delay of service and have a limited affect on clients/patients/residents care.</p>	<p>Degree</p> <p>1.5</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 cumulative physical effort reaching, crouching and lifting/pulling awkward movable file storage.</p>	<p>Degree</p> <p>2.0</p>
<p>Sensory Demands</p> <p>Regular sensory effort required on concentration and attention to work such as sorting and filing functions.</p>	<p>Degree</p> <p>2.0</p>
<p>Environment</p> <p>Regular exposure to minor working conditions such as dust, poor lighting and occasional exposure to major conditions such as dust.</p>	<p>Degree</p> <p>3.0</p>