


Job Evaluation Rating Document

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|  | <p>Job Title <u>File Clerk</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004; December 12, 2018</u></p> <p>Revised Date <u>May 16, 2024</u></p> | <p>Code</p> <hr/> <p>036</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> <hr/> <p>1.5</p> |
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| <p>Education</p> <p>Grade 12.</p> | <p>Degree</p> <hr/> <p>2.0</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> <hr/> <p>2.0</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> <hr/> <p>2.0</p> |
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| <p>Working Relationships</p> <p>Has contact/communication with clients/patients/residents, physicians, other employees, other health agencies/departments and the general public requiring courtesy, tact and pleasantness.</p> | <p>Degree</p> <hr/> <p>2.0</p> |
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Job Title

File Clerk

Code

036

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| <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> |