


# Job Evaluation Rating Document

	<b>Job Title</b> <u>Finance Clerk</u> <b>Date</b> <u>October, 2000</u> <b>Revised Date</b> <u>2004; January 11, 2017</u> <b>Revised Date</b> <u>October 24, 2024</u>	<b>Code</b>  <u>094</u>
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<b>Decision Making</b> Follows clearly prescribed practices when handling/balancing cash, data entry, patient financial transactions, bank deposits and compiling various reports. Solutions to issues are selected from a limited number of alternatives.	<b>Degree</b>  <u>2.0</u>
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<b>Education</b> Grade 12. Office Administration certificate (Saskatchewan Polytechnic 750 hours).	<b>Degree</b>  <u>3.0</u>
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<b>Experience</b> No previous experience. Six (6) months on the job to become familiar with computer software applications and department policies and procedures.	<b>Degree</b>  <u>2.0</u>
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<b>Independent Judgement</b> Uses well established procedures to perform various tasks. Uses judgement to prioritize daily work.	<b>Degree</b>  <u>2.0</u>
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<b>Working Relationships</b> Has contact with clients/patients/residents/families regarding trust accounts requiring courtesy and cheerfulness.	<b>Degree</b>  <u>2.0</u>
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**Job Title**

Finance Clerk

**Code**

094

<p><b>Impact of Action</b></p> <p>Incorrect data entry may cause embarrassment in client/patient/resident/employee relations. Delays in processing invoices may delay payment.</p>	<p><b>Degree</b></p> <p>2.0</p>
<p><b>Leadership and/or Supervision</b></p> <p>May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.</p>	<p><b>Degree</b></p> <p>1.0</p>
<p><b>Physical Demands</b></p> <p>Regular physical effort keyboarding, walking and standing requiring fine motor skills.</p>	<p><b>Degree</b></p> <p>2.0</p>
<p><b>Sensory Demands</b></p> <p>Regular sensory effort entering data and providing general reception duties.</p>	<p><b>Degree</b></p> <p>2.0</p>
<p><b>Environment</b></p> <p>Occasional exposure to minor conditions such as rudeness and interruptions.</p>	<p><b>Degree</b></p> <p>2.0</p>