


Job Evaluation Rating Document

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Travel Arrangement 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>181</u></p>
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<p>Decision Making</p> <p>Has some choice of action when arranging and coordinating travel for appointments. Makes minor operating decisions from a limited number of pre-existing alternatives when providing cost-effective travel service to clients.</p>	<p>Degree</p> <p><u>2.5</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 to become familiar with office routines, computer software, local transportation options and 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>Follows established methods that are well defined when coordinating travel arrangements. Resolves minor operating problems such as cancellations or no-shows.</p>	<p>Degree</p> <p><u>2.5</u></p>
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<p>Working Relationships</p> <p>Requires persuasion and motivation of clients/patients/residents who may have special needs, when coordinating travel arrangements to attend medical appointments.</p>	<p>Degree</p> <p><u>4.0</u></p>
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Travel Arrangement Clerk

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<p>Impact of Action</p> <p>Misjudgement in billing may result in a small monetary loss. Misjudgement in coordinating travel arrangements may result in missed/delayed appointments.</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>Occasional physical effort lifting, walking, reaching and writing with regular periods of computer operation requiring accurate hand/eye coordination.</p>	<p>Degree</p> <p>1.5</p>
<p>Sensory Demands</p> <p>Regular sensory effort reading, writing, computer operation and communicating with clients/patients/residents sometimes requiring interpretation.</p>	<p>Degree</p> <p>2.0</p>
<p>Environment</p> <p>Occasional minor disagreeable conditions such as interruptions, multiple deadlines and travel.</p>	<p>Degree</p> <p>2.0</p>