

# Job Evaluation Rating Document

	<b>Job Title</b> <u>Office Administrative Assistant</u> <b>Date</b> <u>2004</u> <b>Revised Date</b> <u>July 10, 2012; June 15, 2017</u> <b>Revised Date</b> <u>May 16, 2024</u>	<b>Code</b>  <u>339</u>
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<b>Decision Making</b> Performs administrative tasks according to standard practice. Makes minor operating decisions associated with coordinating patient transfers. Provides interpretation of existing policies and procedures (e.g., payroll) to others.	<b>Degree</b>  <u>2.5</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> Twelve (12) months previous experience in an office environment. Twelve (12) months on the job to learn specific departmental tasks and become familiar with department policies and procedures.	<b>Degree</b>  <u>5.0</u>
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<b>Independent Judgement</b> Performs tasks involving general office duties according to standard practices or established procedures. Solves minor financial or scheduling problems with limited analysis.	<b>Degree</b>  <u>3.0</u>
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<b>Working Relationships</b> Requires appropriate tact to discuss and settle billing and collection issues and inquiries. Requires regular contact with clients/patients/residents and families.	<b>Degree</b>  <u>3.0</u>
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Office Administrative Assistant

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<p><b>Impact of Action</b></p> <p>Inaccuracies in reports and records, or improper release of information may cause embarrassment and diminish employee relations. Delays in processing referrals may delay succeeding services.</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. Provides functional guidance to internal operating staff regarding administrative procedures and requirements.</p>	<p><b>Degree</b></p> <p>1.5</p>
<p><b>Physical Demands</b></p> <p>Regular physical effort with computer operation, sorting and filing requiring accurate coordination of fine motor skills.</p>	<p><b>Degree</b></p> <p>2.0</p>
<p><b>Sensory Demands</b></p> <p>Regular sensory effort with computer operation, filing, sorting and reading with competing multiple sensory demands.</p>	<p><b>Degree</b></p> <p>2.5</p>
<p><b>Environment</b></p> <p>Occasional exposure to minor disagreeable conditions such as interruptions and deadlines.</p>	<p><b>Degree</b></p> <p>2.0</p>