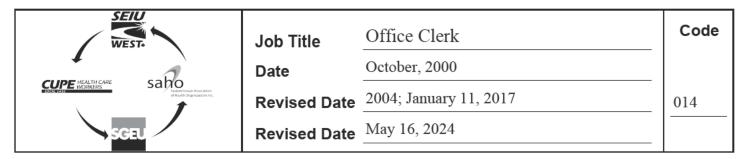
Job Evaluation Rating Document



| Decision Making | Degree |
|---|--------|
| Prioritizes work and follows clearly prescribed practices when scheduling appointments for clients/patients/physicians/staff, coordinating travel and handling minor accounts receivable. | |
| | 2.0 |
| | |

| Education | Degree | |
|---|--------|--|
| Grade 12. Office Administration certificate (Saskatchewan Polytechnic 750 hours). | | |
| | 3.0 | |
| | | |

| Experience | Degree |
|--|--------|
| No previous experience. Six (6) months on the job to become familiar with general office practices and department policies and procedures. | |
| | 2.0 |

| Independent Judgement | Degree |
|--|--------|
| Follows established methods. Prioritizes sequence of daily activities. Resolves minor operating problems associated with booking/cancelling appointments and booking vehicles. | |
| | 2.5 |
| | |

| Working Relationships | Degree |
|--|--------|
| Requires courtesy and tact in reception/registration duties. Has regular contact with clients/patients/residents while interpreting and scheduling appointments requiring tact and discretion. | 2.5 |

| Job Title | Office Clerk Code | 014 |
|----------------------------|--|--------|
| | t in coordinating appointments may delay related services. Delays in processing nd results may delay patient care/treatment. | Degree |
| | | 2.0 |
| Leadership an | d/or Supervision | Degree |
| May show oth area and proc | ners how to perform tasks or duties by familiarizing new employees with the work esses. | |
| | | 1.0 |
| Physical Dema | ands | Degree |
| Regular phys | ical effort lifting, reaching and walking. Accurate hand-eye coordination required operation and filing. | Dogico |
| | | 2.0 |
| | | |
| Sensory Dema | inds | Degree |
| | l and listening effort consisting of data entry, reception, switchboard and reading of competing multiple sensory demands. | |

| Environment | Degree |
|--|--------|
| Occasional minor disagreeable conditions such as interruptions and multiple deadlines. | |
| | |
| | 2.0 |