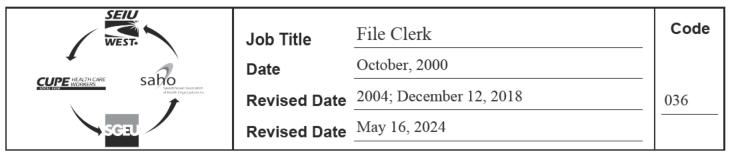
Job Evaluation Rating Document



| Decision Making | Degree |
|--|--------|
| Follows clearly prescribed practices/procedures to maintain filing systems and record retrieval. | |
| | 1.5 |
| | |
| | |

| Education | Degree |
|-----------|--------|
| Grade 12. | |
| | 2.0 |
| | |

| Experience | Degree |
|---|--------|
| 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. | |
| | 2.0 |
| | |

| Independent Judgement | Degree |
|--|--------|
| Performs filing and retrieval duties per defined procedures. Exercises judgement in determining sequence of tasks performed. | |
| | 2.0 |

| Working Relationships | Degree |
|---|--------|
| Has contact/communication with clients/patients/residents, physicians, other employees, other health agencies/departments and the general public requiring courtesy, tact and pleasantness. | |
| | 2.0 |
| | |

| Job Title | File Clerk Code | 036 |
|---------------------------|---|--------|
| | | |
| Impact of Action | | Degree |
| clients/patients, | t records may result in a delay of service and have a limited affect on residents care. | |
| | | 1.5 |
| Leadership and | /or Supervision | Degree |
| - | ers how to perform tasks or duties by familiarizing new employees with the work | |
| | | 1.0 |
| | | |
| Physical Deman | nds | Degree |
| - | ative physical effort reaching, crouching and lifting/pulling awkward movable | |
| | | 2.0 |
| | | |
| Sensory Deman | ds | Degree |
| Regular sensor functions. | y effort required on concentration and attention to work such as sorting and filing | |
| | | 2.0 |
| | | |
| Environment | | Degree |
| | are to minor working conditions such as dust, poor lighting and occasional jor conditions such as dust. | |

3.0