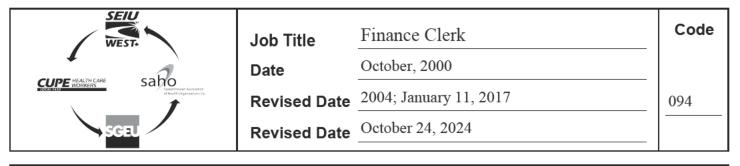
Job Evaluation Rating Document



Decision Making	Degree	
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.	2.0	
		ı

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 computer software applications and department policies and procedures.	
	2.0

Independent Judgement	Degree
Uses well established procedures to perform various tasks. Uses judgement to prioritize daily work.	
WOIK.	2.0

Working Relationships	Degree	
Has contact with clients/patients/residents/families regarding trust accounts requiring courtesy and cheerfulness.		
	2.0	

Job Title	Finance Clerk	Code	094
Impact of Action			Degree
Incorrect data Delays in pro-	entry may cause embarrassment in client/patient/resident/employee relations cessing invoices may delay payment.	.	
			2.0
Leadership an	d/or Supervision		Degree
May show oth area and proce	ners how to perform tasks or duties by familiarizing new employees with the esses.	work	
			1.0
Physical Dema	ands		Degree
-	cal effort keyboarding, walking and standing requiring fine motor skills.		
			2.0
			2.0
			 T
Sensory Dema	ory effort entering data and providing general reception duties.		Degree
Regulai selise	ry errort entering data and providing general reception duties.		
			2.0
Environment			Degree
Occasional ex	sposure to minor conditions such as rudeness and interruptions.		
			2.0

094

Finance Clerk