


# Job Evaluation Rating Document

	<b>Job Title</b> <u>Travel Arrangement Clerk</u> <b>Date</b> <u>October, 2000</u> <b>Revised Date</b> <u>2004; December 12, 2018</u> <b>Revised Date</b> <u>May 16, 2024</u>	<b>Code</b>  <u>181</u>
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<b>Decision Making</b> 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 travel service to clients.	<b>Degree</b>  <u>2.5</u>
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<b>Education</b> Grade 12.	<b>Degree</b>  <u>2.0</u>
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<b>Experience</b> 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.	<b>Degree</b>  <u>2.0</u>
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<b>Independent Judgement</b> Follows established methods that are well defined when coordinating travel arrangements. Resolves minor operating problems such as cancellations or no-shows.	<b>Degree</b>  <u>2.5</u>
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<b>Working Relationships</b> Secures cooperation of others through persuasion and/or motivation when dealing with clients/patients/residents who may have special needs and/or when coordinating travel arrangements to attend medical appointments.	<b>Degree</b>  <u>4.0</u>
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Travel Arrangement Clerk

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<p><b>Impact of Action</b></p> <p>Misjudgement in billing may result in minor monetary loss. Misjudgement in coordinating travel arrangements may result in missed/delayed appointments.</p>	<p><b>Degree</b></p> <p>1.5</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.</p>	<p><b>Degree</b></p> <p>1.0</p>
<p><b>Physical Demands</b></p> <p>Occasional physical effort lifting, walking, reaching and writing with regular periods of computer operation requiring accurate hand/eye coordination.</p>	<p><b>Degree</b></p> <p>1.5</p>
<p><b>Sensory Demands</b></p> <p>Regular sensory effort reading, writing, computer operation and communicating with clients/patients/residents sometimes requiring interpretation.</p>	<p><b>Degree</b></p> <p>2.0</p>
<p><b>Environment</b></p> <p>Occasional minor disagreeable conditions such as interruptions, multiple deadlines and travel.</p>	<p><b>Degree</b></p> <p>2.0</p>