


Job Evaluation Rating Document

	<p>Job Title <u>Data Entry Clerk</u></p> <p>Date <u>2004</u></p> <p>Revised Date <u>February 16, 2012; January 11, 2017</u></p> <p>Revised Date <u>May 16, 2024</u></p>	<p>Code</p> <hr style="width: 50%; margin: 0 auto;"/> <p>318</p>
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<p>Decision Making</p> <p>Prioritizes work and follows clearly prescribed practices when entering data. Makes decisions regarding the sequence and accuracy of data to be entered.</p>	<p>Degree</p> <hr style="width: 50%; margin: 0 auto;"/> <p>2.0</p>
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<p>Education</p> <p>Grade 12. Medical Administrative Assistant diploma (Saskatoon Business College 1040 hours).</p>	<p>Degree</p> <hr style="width: 50%; margin: 0 auto;"/> <p>3.5</p>
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<p>Experience</p> <p>No previous experience. Six (6) months on the job to become familiar with computer programs, terminology, requisitions, reports and department policies and procedures.</p>	<p>Degree</p> <hr style="width: 50%; margin: 0 auto;"/> <p>2.0</p>
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<p>Independent Judgement</p> <p>Follows established methods when entering data or requisitions. Prioritizes sequence of daily activities.</p>	<p>Degree</p> <hr style="width: 50%; margin: 0 auto;"/> <p>2.0</p>
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<p>Working Relationships</p> <p>Requires courtesy and tact when dealing with clients/patients/residents and vendors.</p>	<p>Degree</p> <hr style="width: 50%; margin: 0 auto;"/> <p>2.0</p>
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Data Entry Clerk

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<p>Impact of Action</p> <p>Incorrect data entry may delay succeeding and related services which may affect reports and records.</p>	<p>Degree</p> <p>2.0</p>
<p>Leadership and/or Supervision</p> <p>May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.</p>	<p>Degree</p> <p>1.0</p>
<p>Physical Demands</p> <p>Frequent physical effort entering data requiring accurate coordination of fine motor skills.</p>	<p>Degree</p> <p>3.0</p>
<p>Sensory Demands</p> <p>Regular visual and listening effort with periods of competing multiple sensory demands.</p>	<p>Degree</p> <p>2.5</p>
<p>Environment</p> <p>Occasional minor conditions such as interruptions and multiple deadlines.</p>	<p>Degree</p> <p>2.0</p>