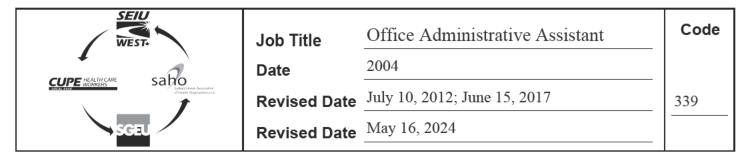
Job Evaluation Rating Document



Decision Making	Degree
Performs administrative tasks according to standard practice. Makes minor operating decisions associated with coordinating patient transfers. Provides interpretation of existing policies and procedures (e.g., payroll) to others.	2.5

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

Experience	Degree
Twelve (12) months previous experience in an office environment. Twelve (12) months on the job to learn specific departmental tasks and become familiar with department policies and	
procedures.	5.0

Independent Judgement	Degree
Performs tasks involving general office duties according to standard practices or established procedures. Solves minor financial or scheduling problems with limited analysis.	
	3.0

Working Relationships	Degree
Requires appropriate tact to discuss and settle billing and collection issues and inquiries. Requires regular contact with clients/patients/residents and families.	
Tre-quites regards continue vivia energies paradicis and random services.	3.0

Impact of Action

Inaccuracies in reports and records, or improper release of information may cause embarrassment and diminish employee relations. Delays in processing referrals may delay succeeding services.

2.0

Degree

Leadership and/or Supervision

May show others how to perform tasks or duties by familiarizing new employees with the work area and processes. Provides functional guidance to internal operating staff regarding administrative procedures and requirements.

1.5

Degree

Physical Demands

Regular physical effort with computer operation, sorting and filing requiring accurate coordination of fine motor skills.

2.0

Degree

Sensory Demands

Regular sensory effort with computer operation, filing, sorting and reading with competing multiple sensory demands.

2.5

Degree

Environment

Occasional exposure to minor disagreeable conditions such as interruptions and deadlines.

Degree

2.0