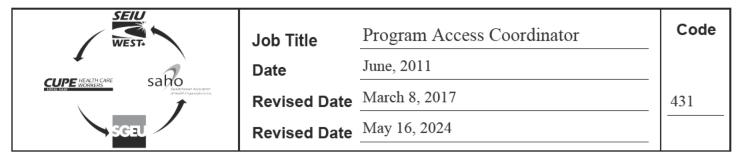
Job Evaluation Rating Document



Decision Making	Degree
Uses discretion on a regular basis to determine best provision for booking services. Makes decisions regarding cancellation of bookings/appointments in emergent situations.	
	3.5

Education	Degree
Grade 12. Medical Administrative Assistant diploma (Saskatoon Business College 1040 hours).	
	3.5

Experience	Degree
Twelve (12) months previous experience working in an office environment. Nine (9) months on the job to become familiar with coordination of client access, familiarity with community support agencies and department policies and procedures.	5.0

Independent Judgement	Degree
Coordinates client access in accordance with generally accepted practices using judgement and a choice of methods when scheduling access to specialty clinics.	
	4.0

Working Relationships	Degree
Requires tact and discretion to provide explanation to clients/families and or physicians regarding program bookings. Contacts with clients/families waiting for appointments may involve difficult or emotionally charged situations.	4.0

Job Title

Impact of Action	Degree
Misjudgement in coordinating bookings in an appropriate time frame may delay succeeding related services.	
	2.0

Leadership and/or Supervision May show others how to perform tasks or duties by familiarizing new employees with the work area and processes. 1.0

Physical Demands	Degree
Occasional effort such as lifting, walking, standing with regular periods of computer operation.	
	1.5
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Sensory Demands	Degree
Regular sensory effort operating computer and listening to clients and staff with periods of competing multiple sensory demands.	
	2.5

Environment	Degree
Occasional exposure to minor conditions such as interruptions and multiple deadlines.	
	2.0