


# Job Evaluation Rating Document

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|  | <b>Job Title</b> <u>Administrative Officer</u><br><b>Date</b> <u>September 13, 2013</u><br><b>Revised Date</b> <u>June 15, 2017</u><br><b>Revised Date</b> <u>May 16, 2024</u> | <b>Code</b><br><br><u>485</u> |
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| <b>Decision Making</b><br>Some choice of action organizing and performing the administrative support functions of the department/program/facility. Solutions to finance, scheduling or work flow problems are resolved in accordance with existing procedures and practices. | <b>Degree</b><br><br><u>3.0</u> |
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| <b>Education</b><br>Grade 12. Office Administration certificate (Saskatchewan Polytechnic 750 hours). | <b>Degree</b><br><br><u>3.0</u> |
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| <b>Experience</b><br>Twenty-four (24) months previous related office experience to consolidate knowledge and skills. Twelve (12) months on the job to develop administrative skills and become familiar with department policies and procedures. | <b>Degree</b><br><br><u>6.0</u> |
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| <b>Independent Judgement</b><br>Administrative work is performed according to standard practice. Uses judgement when resolving administrative problems (e.g., finance, purchasing, scheduling, work flow). | <b>Degree</b><br><br><u>3.5</u> |
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| <b>Working Relationships</b><br>Has regular contact with clients/patients/residents and staff when providing services. Requires tact and discretion when dealing with the public on system access. | <b>Degree</b><br><br><u>3.0</u> |
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**Job Title**

Administrative Officer

**Code**

485

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| <b>Impact of Action</b><br>Misjudgement or delays in providing administrative services such as financial and scheduling have a limited affect on budgets and department operations. Improper release of information may cause embarrassment and diminish employee relations. | <b>Degree</b><br><br><u>2.0</u> |
| <b>Leadership and/or Supervision</b><br>Provides occasional guidance to staff. Provides functional guidance to internal operating personnel regarding administrative procedures and requirements (e.g., finance, benefits, scheduling, purchasing).                          | <b>Degree</b><br><br><u>2.0</u> |
| <b>Physical Demands</b><br>Regular physical effort such as lifting, walking and standing with regular computer operation requiring accurate coordination of fine motor skills.   | <b>Degree</b><br><br><u>2.0</u> |
| <b>Sensory Demands</b><br>Regular sensory effort requiring concentration on computer work and report preparation/editing with periods of competing multiple sensory demands.   | <b>Degree</b><br><br><u>2.5</u> |
| <b>Environment</b><br>Occasional exposure to minor conditions such as interruptions and multiple deadlines.  | <b>Degree</b><br><br><u>2.0</u> |