

JOB DESCRIPTION

Benchmark Job #008

Ministry: Energy, Mines and Petroleum Resources
Branch: Engineering and Inspection
Location: Victoria

Working Title:
Level:
Classification:

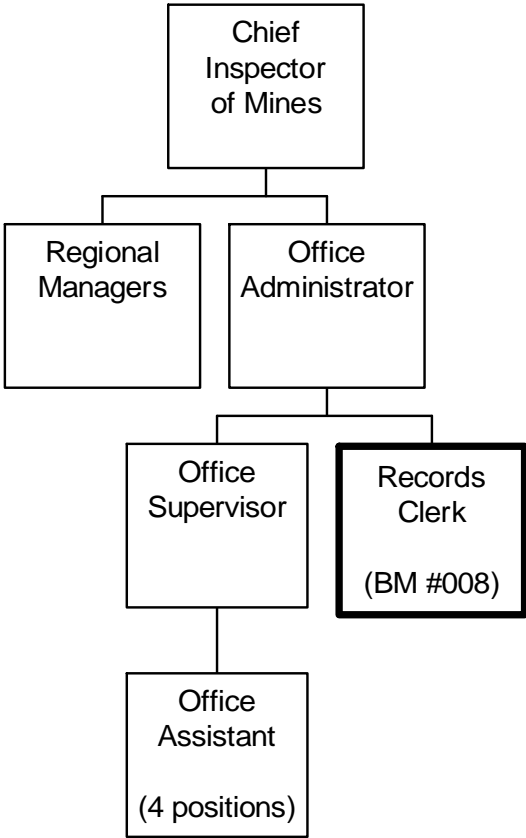
Records Clerk
Range 9
Clerk

PRIMARY FUNCTION

To provide records management support services to branch and regional offices.

JOB DUTIES AND TASKS

1. Provides support services to branch and regional offices on ARCS/ORCS filing systems
 - a. identifies and classifies material into files by function, subject and property and integrates into ORCS and ARCS filing systems
 - b. provides advice, assistance and training to Branch and Regional staff on setting up and maintaining ARCS/ORCS records management systems including explaining related policies and regulations
 - c. resolves ARCS/ORCS filing problems identified by Regional staff
 - d. consolidates batches of files and deletes and creates new files as required on computerized system
 - e. sight verifies completeness of files prior to storage
 - f. arranges for annual off-site disposal of records
2. Arranges for the transfer of records, plans, and reports onto microfilm
 - a. assembles and prepares materials for on-site transferring onto microfilm
 - b. maintains and updates records of microfilm data
 - c. disposes of microfilm according to procedures and guidelines
 - d. responds to enquiries and requests from mining operators and the general public regarding access to microfilm documents
3. Performs other related duties
 - a. gathers and compiles information on inspections and notice of work for quarterly reports
 - b. prepares statistics on accidents for annual report and other publications
 - c. compiles occupation, location, and cause of injury reports related to mining
 - d. drives to Regional offices to provide advice/training on records management
 - e. requests supplies to be ordered and signs for goods received



REASON FOR CLASSIFICATION

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Job Title: Records Clerk

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know a variety of job functions and understand how they relate to ministry, branch, and regional filing systems to advise and train staff in the branch and the regional offices regarding ORCS and ARCS filing systems.</p>	D	100
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to maintain, collect, classify, catalogue, retrieve, store and dispose of records and information using ARC and ORCS filing systems, train staff in use of records systems and resolve records filing problems.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing an explanation with regional and branch staff on setting up and maintaining ARCS/ORCS including explaining related policies and procedures.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicle to regional offices to provide assistance and training on filing systems.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, select a course of action to complete assignments using past practice to provide training, direction, advice and assistance to branch and regional staff in how to set up and maintain a computerized filing system.</p>	C	50
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Financial responsibility to request supplies to be ordered and sign for goods received.</p>	A	5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to provide guidance by advising and training staff to implement and maintain branch and regional records management systems.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training to ministry staff regarding records management.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention to drive a light vehicle as the driver of convenience to train regional staff on how to set-up a filing system.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently read material for classification.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to frequently read material for classification.	C	12
12	SURROUNDINGS Exposure to over night travel occasionally to train regional staff in filing systems.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 342

Level: Range 9