

JOB DESCRIPTION

Benchmark Job #009

Ministry: Environment, Lands and Parks
Branch: Various
Location: Various

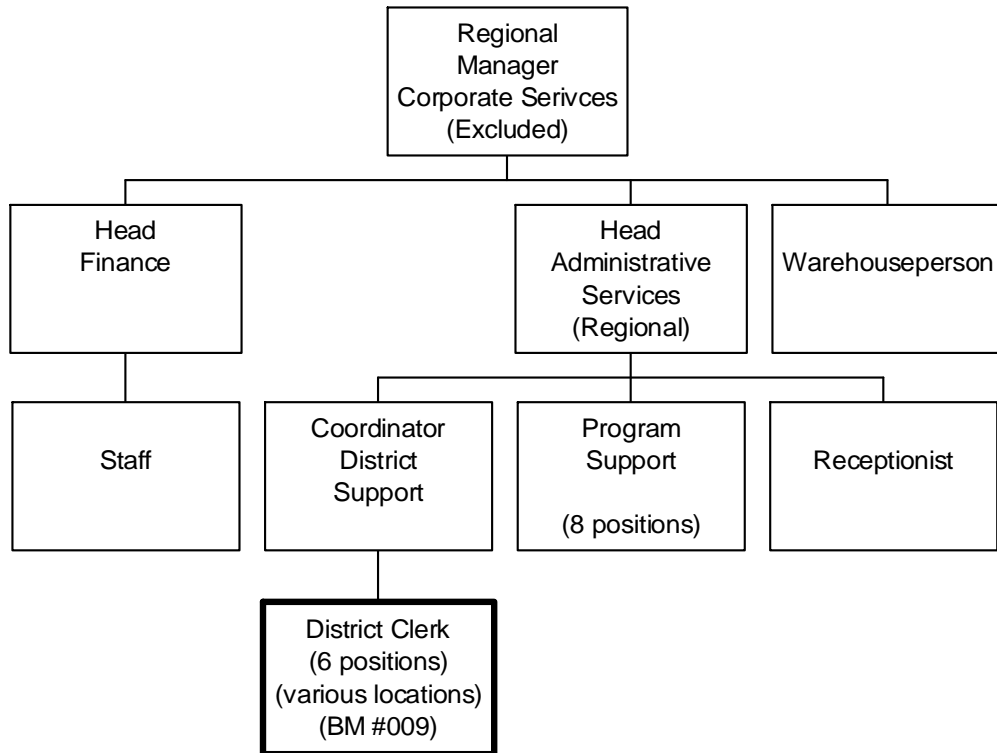
Working Title: **District Clerk**
Level: Range 9
Classification: Clerk Stenographer

PRIMARY FUNCTION

To provide office support services for professional and technical staff working in the Conservation Services, Water Management and Environmental Protection Programs in a district office.

JOB DUTIES AND TASKS

1. Performs office support services
 - a. organizes, sets up and maintains, classifies and updates investigation case files, ledgers of expenditures, card index system and files of reports and correspondence for multiple program areas; stores files
 - b. operates a computer to prepare correspondence for signature, various reports including Crown Counsel Reports and various legal documents such as summons or search warrants
 - c. drafts routine correspondence
 - d. compiles month end statistics on number of reports, warrants etc.
 - e. maintains and updates bring forward system
 - f. performs client criminal record checks on computer system (COSIC) and vehicle licence searches with Motor Vehicle Branch in Victoria
 - g. completes requisitions for office supplies
 - h. updates manuals as required
 - i. maintains updated list of field and office equipment and of seized items as part of investigation case files
2. Performs financial duties
 - a. determines and collects fees for permits and licences from a schedule and issues approved permits and licences; maintains and reconciles ledger of fees received
 - b. disburses and monitors petty cash including producing monthly reconciliations
 - c. checks accuracy and completeness of invoices, travel vouchers, time sheets and overtime sheets and submits for processing
3. Performs receptionist duties
 - a. responds to general complaints, reported violations and enquiries over the counter or telephone from other government agencies and the general public regarding acts, policies and procedures of multiple programs and redirects calls to appropriate resource if necessary
 - b. completes occurrence reports on violations and complaints for Enforcement Officers
 - c. operates two-way radio system to contact field staff and calls for emergency assistance, if necessary
 - d. assists public with the completion of forms and applications for permits such as game export, wildlife possession, trapping, etc.
 - e. makes travel arrangements and books appointments for staff
4. Performs other related duties
 - a. receives and distributes incoming mail and prepares outgoing mail
 - b. provides informal orientation to the workplace to new employees
 - c. assists district staff with basic problems regarding computer software



* Supports District Conservation Officers

REASON FOR CLASSIFICATION

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know a variety of office support functions and understand how they relate to multiple program areas to organize files, draft routine letters, perform word processing, respond to enquiries, sell permits and licences and gather information for statistical reports for each program.</p>	D	100
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to provide office services, perform reception services, word process correspondence, compile reports, draft routine correspondence and operate base radio.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to explain to government agencies and the public, acts, regulations and policies in response to general complaints, reported violations and inquiries.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to use a computer to produce letters, legal documents and reports with speed and accuracy.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, using written instructions, changes the order of completion to meet immediate requests or demands in performing several functions to provide reception, compile investigation information, perform vehicle licence and criminal record searches and prepare correspondence.</p>	B	30
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to determine and collect fees for permits from a schedule.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to set up a multiple user office information filing system of files for multiple program areas, and maintain, classify and store files.</p>	D	22.5

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to assist district staff with computer software problems.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention to maintain radio contact with field staff and call for emergency assistance.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually focus on source documents and use computer to produce reports and correspondence.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently keyboard with speed and accuracy using computer.	C	12
12	SURROUNDINGS Exposure to occasional unpleasant dealings with people upset about conservation matters.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 325

Level: Range 9