

JOB DESCRIPTION

Benchmark Job #185

Ministry: Human Resources
Branch: Social Policy
Location: Victoria

Working Title:
Level:
Classification:

Clerk Typist
Range 7
Office Assistant

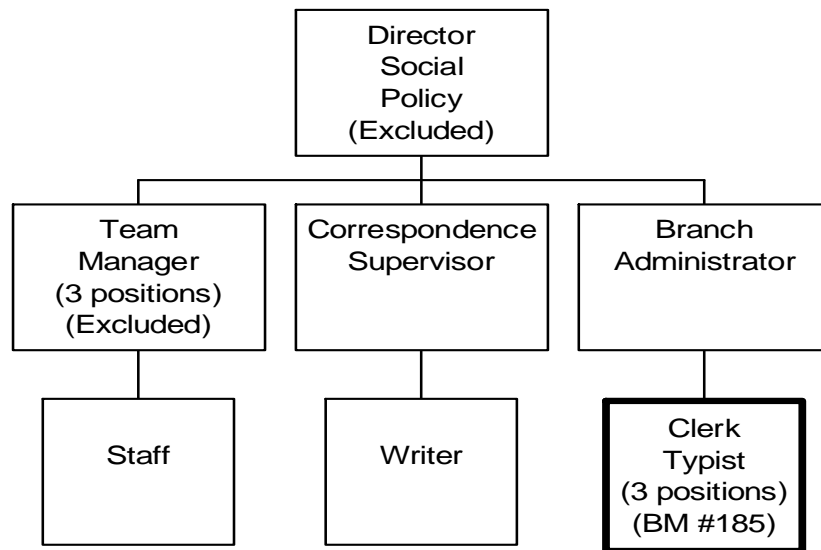
PRIMARY FUNCTION

To provide word processing and clerical support services for managers and staff developing social policies in headquarters office.

JOB DUTIES AND TASKS

1. Provides word processing services
 - a. transcribes material from typed, handwritten and dictaphone for Director, managers and supervisors
 - b. formats memoranda, correspondence and reports; keyboards amendments to policy and procedural manuals
 - c. drafts responses as directed to general enquiries for signature
 - d. compiles and generates statistical charts and tables from databases or data from managers
 - e. keyboards confidential letters, Cabinet submissions, Treasury Board submissions, Executive submissions and briefing notes for Minister and Ministry Executive
 - f. proof reads documents produced by other typists
2. Performs duties relating to Guaranteed Available Income for Need (GAIN) system and client information
 - a. receives and refers incoming calls from out-of-province agencies, other ministries, inter-provincial and federal agencies requesting information on Ministry clients, to program staff
 - b. accesses GAIN system to perform client checks for out-of-province inquiries on Ministry clients, confirm status of clients and to check addresses, Social Insurance Numbers and birth dates
3. Performs other related duties
 - a. attends meetings, takes minutes, keyboards and distributes agendas
 - b. makes travel arrangements, books meetings and organizes calendars for managers or supervisors
 - c. provides orientation to the workplace to new employees

ORGANIZATION CHART
Benchmark Job #185



REASON FOR CLASSIFICATION

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Job Title: Clerk Typist

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know a variety of job functions and how they relate to the social policy office to perform word processing services and other clerical support services.</p>	C	60
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to word process correspondence, tables and reports, provide clerical services, make travel arrangements.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS Tact required to refer callers to appropriate program staff.</p>	B	20
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to use a computer to produce a variety of correspondence 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 keyboard documentation, receive calls and update files.</p>	B	30
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES No financial responsibility</p>	A	5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Some responsibility to access and update amendments to policy and procedures manuals.</p>	B	10

REASON FOR CLASSIFICATION

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense sensory concentration to almost always visually focus on source documents and use a computer to produce correspondence and reports.	D	18
11	PHYSICAL EFFORT Relatively heavy physical effort to almost always use a computer with speed and accuracy to produce correspondence and reports.	D	18
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Moderate exposure to hazards from keyboarding almost always.	C	6

Total Points: 261.5

Level: Range 7