

Position Number: **Benchmark Job #007**

Ministry: Attorney General

Branch: Mount Thurston Correction Centre

Location: Chilliwack

Working Title: **Secretary – Correction Centre**

Level: Range 9

NOC Code: 1241

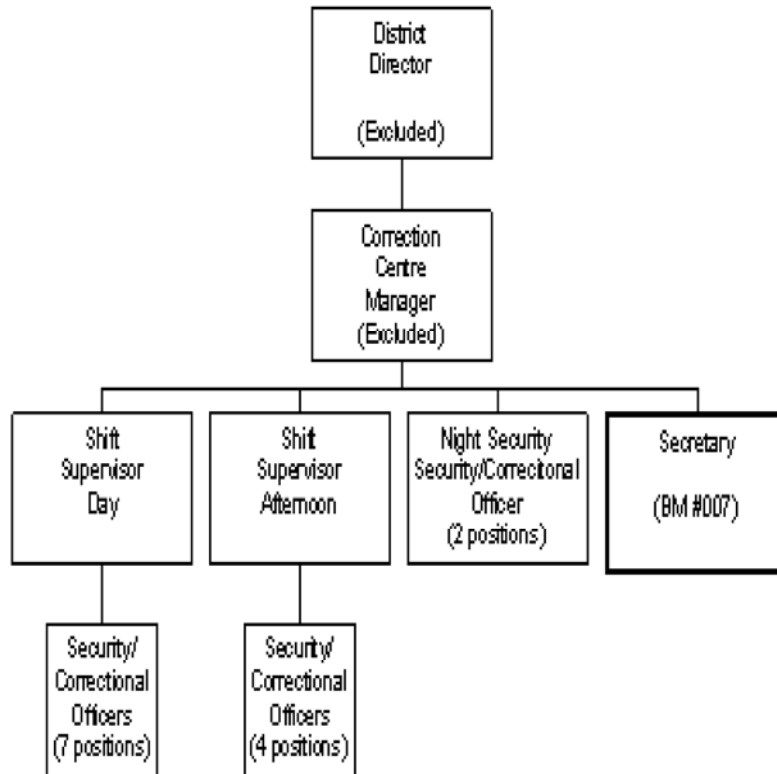
PRIMARY FUNCTION

To provide secretarial and clerical support services to the Manager and staff in an open adult Correction Centre.

JOB DUTIES AND TASKS

1. Performs stenographic functions for Manager and staff
 - a. operates word processor to produce a variety of materials such per formance Planning and Review assessments, Boards of Inquiry submissions, correspondence, forms and reports
 - b. drafts routine correspondence
 - c. uses spreadsheet programs to produce a variety of documents such as mill inventory and camp supplies inventory
 - d. responds to general telephone enquiries and redirects calls to appropriate personnel; verifies information with courts
 - e. receives and distributes mail
 - f. arranges meetings
2. Performs clerical support functions
 - a. initiates and sets up inmate files with supporting documentation
 - b. updates case management board entries on computer and keeps up-to-date lists of case management assignments
 - c. enters data to compile reports such as Inmate Month End Report
 - d. updates records of inmate discharges and transfers
 - e. processes Temporary Absence and Parole applications and distributes information to appropriate offices and agencies
 - f. compiles and submits vehicle management reports for vouchering including gas consumption and repair reports, and maintains and updates inventory records of centre assets
 - g. prepares invoices for Centre Prison Industry
 - h. requisitions office supplies and maintains adequate supply of required forms in the Centre
3. Maintains records and files
 - a. maintains records of expenditures and compiles monthly for processing through the business office
 - b. updates records on staff leaves, CTO, overtime and auxiliary hours for payroll purposes
 - c. compiles expenditures and prepares reports for Manager
 - d. sets up, maintains, classifies and updates centre ARCS/ORCS filing system of records, reports and

- correspondence; files purchase requisitions and journal vouchers
- e. maintains log of facility repairs needed or maintenance problems and informs BCBC as required
- 4. Performs other related duties
 - a. trains camp staff in computer use



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Know a variety of secretarial and clerical functions and understand how they relate to the correctional camp office to provide secretarial support, draft routine correspondence, compile reports, organize file system and perform word processing.</p>	C	60
2	<p>MENTAL DEMANDS</p> <p>Judgement to recognize known differences and determine the priority of tasks to provide secretarial support, compile monthly expenditure reports and record payroll and leave information.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS</p> <p>Tact required to exchange information and answer general inquiries related to work unit correction camp matters with public and the court system.</p>	B	20
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Significant coordination and dexterity required to use word processor to produce a variety of materials such as correspondence and reports with speed and accuracy.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by specific procedures, select a course of action to complete assignments using previous instruction to coordinate office administrative procedures, provide secretarial services, compile financial, inmate and personnel reports, maintain equipment inventory and filing system, arrange meetings and word process documents.</p>	C	50
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Some financial responsibility to monitor expenditures and complete monthly report for Director.</p>	C	15

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to organize a multiple user office information system by setting up, maintaining, classifying and storing files.	D	22.5
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training to camp staff on computer use.	B	9
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 Focused sensory concentration to frequently visually focus while using word processor to prepare reports and correspondence from source documents.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently keyboard with speed and accuracy using word processor.	C	12
12	SURROUNDINGS Exposure to occasional unpleasant dealings with upset people at a correctional centre.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 294

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