

Position: **Benchmark Job #187**

Ministry: Various

Working Title: **Word/Data Processing Clerk**

Branch: Various

Level: Range 7

Location: Various

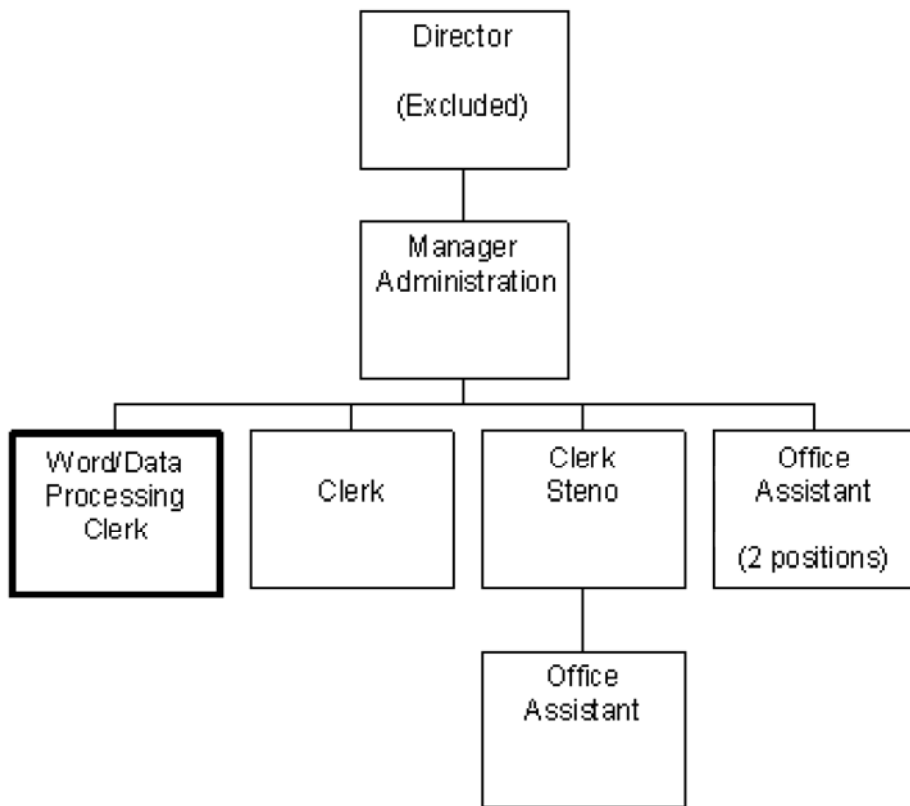
NOC Code: 1412

PRIMARY FUNCTION

To provide word processing and data entry services for the Branch.

JOB DUTIES AND TASKS

1. Performs keyboarding and data entry
 - a. keyboards general and ministerial correspondence as required using word processing software
 - b. prepares presentation packages for meetings and conferences including compiling and creating materials and overheads using word processor and graphics programs
 - c. performs data entry and retrieval and maintains databases of correspondence, leave management, furniture and equipment
2. Performs other related duties
 - a. screens incoming calls including responding to inquiries regarding the office, taking messages and redirecting calls
 - b. receives visitors and directs to appropriate staff or department
 - c. books vehicles and meeting rooms and arranges travel
 - d. opens, sorts and logs incoming mail, prepares outgoing mail and receives packages and signs delivery slips
 - e. maintains and updates ARCS/ORCS filing system including purging files and preparing and arranging for off-site storage and retrieval
 - f. provides orientation to new employees



| FACTOR | REASON FOR CLASSIFICATION | DEGREE | POINTS |
|--------|--|--------|--------|
| 1 | <p>JOB KNOWLEDGE</p> <p>Know a variety of job functions and how they relate to the branch office to perform word processing and data entry, provide reception and clerical support and maintain filing system.</p> | C | 60 |
| 2 | <p>MENTAL DEMANDS</p> <p>Judgement to recognize known differences and determine the priority of tasks to prepare materials including graphics for meetings, conferences and presentations, to identify purpose of incoming calls and refer to appropriate person, and maintain ARCS/ORCS filing systems.</p> | C | 60 |
| 3 | <p>INTERPERSONAL COMMUNICATION SKILLS</p> <p>Tact required to answer general public inquiries related to job duties and the work unit.</p> | B | 20 |
| 4 | <p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Significant coordination and dexterity required to use a word processor to produce correspondence, enter data and update files with speed and accuracy.</p> | D | 22.5 |
| 5 | <p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by specific procedures, using written instructions, changes the order of completion to meet immediate requests or demands in performing several functions to word process correspondence, perform data entry, create materials for presentation at meetings, provide reception services, and maintain filing system.</p> | B | 30 |
| 6 | <p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Limited financial responsibility to receive packages and sign delivery slips.</p> | B | 10 |

| FACTOR | REASON FOR CLASSIFICATION | DEGREE | POINTS |
|--------|--|--------|--------|
| 7 | RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to provide administrative support to a large multiple user filing system by updating, maintaining, purging and storing files using ARCS and ORCS. | C | 15 |
| 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 word processor to produce correspondence and to enter data. | D | 18 |
| 11 | PHYSICAL EFFORT Relatively heavy physical effort to almost always (5 hours a day) use word processor with speed and accuracy to produce correspondence and graphics and to enter data. | 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: 271.5

Level: Range 7