

Position: **Benchmark Job #193**

Ministry: Various

Working Title: **Secretary to Regional Coordinator**

Branch: Various

Level: Range 7

Location: Regional Office

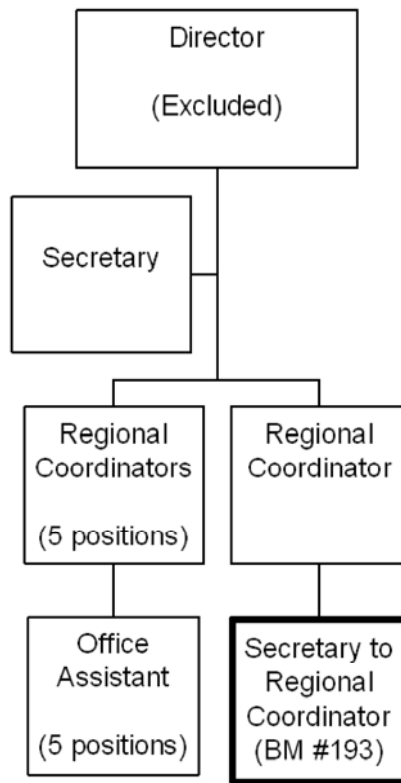
NOC Code: 1411

PRIMARY FUNCTION

To provide clerical, word processing and receptionist services for the Regional Coordinator in a regional office.

JOB DUTIES AND TASKS

1. Performs word processing and clerical duties
 - a. drafts replies to routine correspondence as directed
 - b. keyboards correspondence, memos, letters and reports using a word processor
 - c. sets up, maintains and updates ARCS/ORCS filing system including opening, classifying, closing and consolidating files, entering files onto computer and maintaining an inventory of records
 - d. requisitions office supplies, equipment and furniture
 - e. forwards completed financial forms, such as travel vouchers, time sheets, lease requests, invoices and receipts to the Regional Contact for review
 - f. sends and receives faxes and electronic mail and photocopies documents as required
 - g. opens, sorts, and distributes incoming mail and prepares outgoing mail
 - h. exchanges information with Victoria HQ regarding formal Freedom Of Information requests
 - i. arranges conference calls or regional meetings and takes, keyboards and distributes minutes
 - j. contacts organizations to obtain and verify information required
 - k. compiles and distributes information packages upon request
 - l. maintains community group contact list for the region
 - m. maintains Regional Coordinator's schedules, makes travel arrangements and arranges meetings
2. Performs receptionist duties
 - a. provides front-line reception to the public including receiving calls, reporting to general inquiries, greeting in-person visitors and directing to appropriate Ministry staff, if required
 - b. provides forms, publications and information on regional office procedures to the general public
3. Performs other related duties
 - a. disburses and reconciles petty cash float fund
 - b. compiles information on regional programs and projects for the Regional Coordinator
 - c. provides informal 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 regional coordinator's office to provide clerical, word processing and reception support services, file, handle information requests, arrange meetings and travel itineraries.</p>	C	60
2	<p>MENTAL DEMANDS</p> <p>Judgement to recognize known differences and determine the priority of tasks to draft replies to correspondence, classify and organize documents, answer inquiries and arrange meetings and travel.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS</p> <p>Tact required to obtain and verify information from organizations and answer general public inquiries related to regional office procedures.</p>	B	20
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Significant coordination and dexterity required to use a word processor to produce correspondence, memos and reports 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 answer general enquiries, compiles information on regional programs and projects and forward financial forms to Regional Contact for review.</p>	B	30
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Limited financial responsibility to disburse and reconcile petty cash float fund.</p>	B	10

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to set up a multiple user filing system by setting up, opening, classifying, closing, consolidating and updating files for regional office.	D	22.5
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 Focused sensory concentration to frequently visually focus on source documents and use word processor to produce correspondence and reports.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently keyboard with speed and accuracy to produce correspondence and reports.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 265

Level: Range 7