

JOB DESCRIPTION

Benchmark Job #179

Ministry: Government Services
Branch: Office Products Centre
Location: Victoria

Working Title:
Level:
Classification:

Data Entry Clerk
Range 9
Office Assistant

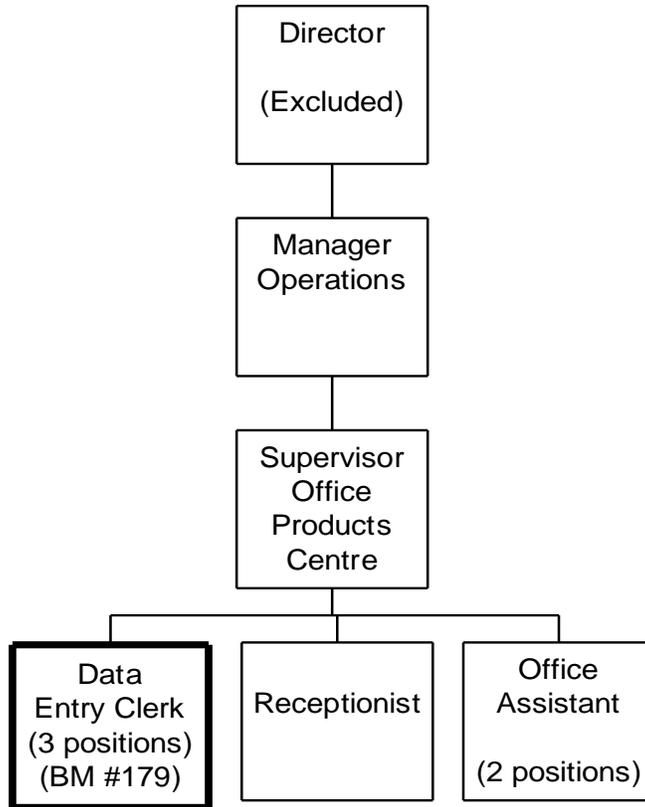
PRIMARY FUNCTION

To perform computer data entry for the Office Products Centre.

JOB DUTIES AND TASKS

1. Performs computer data entry
 - a. accesses and updates customer order information on database
 - b. prioritizes work flow to meet operational demands, volume of orders and customer requirements
 - c. inputs and updates customer order information to a standard using financial coding
 - d. ensures that orders are complete and accurate
 - e. ensures that orders contain the correct financial coding
 - f. exchanges information with other departments and customers to verify stock numbers and to correct errors in coding and discrepancies between part numbers, descriptions and units of issue
 - g. contacts customers to verify abnormally high quantities to avoid added expenses
 - h. verifies signatures of customers ordering restricted purchasing instruments such as Local Minor Purchase Orders and Emergency Purchase Orders etc.

2. Performs other related duties
 - a. provides receptionist and administrative support relief as required including screening incoming calls and performing word processing services
 - b. receives, balances and remits cash and cheques to accounts payable
 - c. provides orientation to the workplace to new employees



REASON FOR CLASSIFICATION

Benchmark Job #179

Job Title: Data Entry Clerk

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|---|--------|---------------|
| 1 | <p>JOB KNOWLEDGE Know a variety of job functions and understand how they relate to the Office Products Centre to process customer orders and verify order requirements with customers and other departments.</p> | C | 60 |
| 2 | <p>MENTAL DEMANDS Judgement to select a known action in completing specific tasks to enter financial coding, identify coding errors and verify order information with customers.</p> | B | 40 |
| 3 | <p>INTERPERSONAL COMMUNICATION SKILLS Tact required to exchange, obtain and verify information related to customer orders and accounts and work unit activities with internal/external customers.</p> | B | 20 |
| 4 | <p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to use a computer to produce correspondence and documents and to update records 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 perform data entry of financial codes, verify information with internal/external customers, prioritize large volumes of orders and provide receptionist relief.</p> | B | 30 |
| 6 | <p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to verify correct financial coding or orders for data entry and to receive, balance and remit cash and cheques to accounts payable.</p> | C | 15 |
| 7 | <p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to provide support to the Office Products Centre database by identifying and correcting coding errors and discrepancies between part numbers, descriptions and units of issue.</p> | C | 15 |

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|------------|--|--------|---------------|
| 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 low risk environment. | A | 5 |
| 10 | SENSORY EFFORT/MULTIPLE DEMANDS Intense sensory concentration to almost always visually focus on source documents or screen while using a computer to enter data and verify information. | D | 18 |
| 11 | PHYSICAL EFFORT Relatively heavy physical effort to almost always enter coded information using a computer with speed and accuracy. | D | 18 |
| 12 | SURROUNDINGS Exposure to office setting with minimal disagreeable elements. | A | 2 |
| 13 | HAZARDS Moderate exposure to hazards from production keyboarding almost always. | C | 6 |

Total Points: 256.5

Level: Range 9