

JOB DESCRIPTION

Benchmark Job #186

Ministry: Transportation and Highways
Branch: Maintenance Section
Location: Victoria

Working Title: **Junior Records Clerk**
Level: Range 9
Classification: Office Assistant

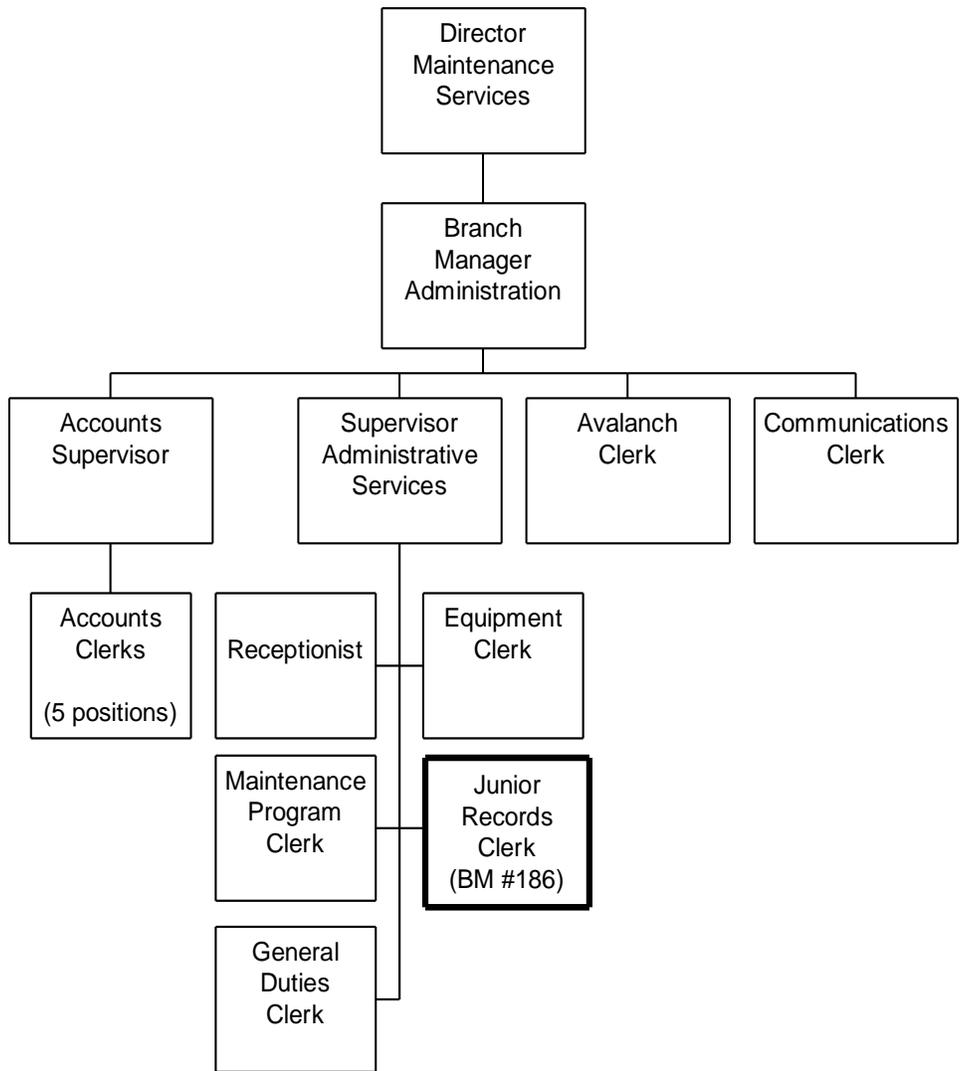
PRIMARY FUNCTION

To provide records management support and secretarial services for the Maintenance Branch.

JOB DUTIES AND TASKS

1. Provides records management support services for the Maintenance Branch
 - a. sets up and maintains ARCS/ORCS filing system for the Branch
 - b. checks, verifies and classifies coding on correspondence and reports in accordance with ARCS/ORCS
 - c. selects key information from documents for entry onto databases
 - d. enters files approved by BC Archival Services (BCARS) onto Avalanche section of the data management system
 - e. enters files approved by BCARS onto Maintenance section and communications and equipment section of word processing system
 - f. checks records classified by other staff in accordance with ARCS/ORCS for completeness and accuracy
 - g. checks files that require off-site storage and arranges for retention or disposal and determines whether files are operational or administrative
 - h. maintains an inventory of current files and updates files as required
 - i. exchanges information with Ministry Records Officer regarding appropriate classification of files that do not fall under ARCS/ORCS coding system
 - j. conducts file searches for staff upon request
2. Provides secretarial services to the Manager of Equipment and Bridge Resurfacing
 - a. transcribes letters, memos, reports, and various other correspondence
 - b. keyboards contracts and other related documentation
 - c. receives and sends electronic mail and faxes
 - d. maintains and updates Region and District mailing lists
 - e. arranges meetings and reserves boardrooms
 - f. makes travel arrangements as required
3. Performs other related duties
 - a. maintains library and reference section for the Branch and conducts reference searches for staff on request
 - b. updates procedure manuals as required
 - c. provides formal instruction on ARCS/ORCS filing systems

ORGANIZATION CHART
Benchmark Job #186



REASON FOR CLASSIFICATION

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Job Title: Junior Records Clerk

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know a variety of job functions and how they relate to the Maintenance Branch office to maintain and organize records management services for branch, classify records, update files, and arrange for off-site storage, retrieval, and disposal of files.</p>	C	60
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to provide clerical services, code files in ARCS and ORCS system, screen and check coding and classify files for off-site storage, retrieval and disposal.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS Tact required to obtain and verify information related to the branch office and records classification, retention and disposal with Ministry Records Officer and to answer telephone.</p>	B	20
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to use a computer to produce memos, contracts, and correspondence and to update branch 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 assigned functions to provide records management services by classifying files, verifying records coding, arranging for off-site storage, retrieval, and disposal of files, and perform data entry.</p>	B	30
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES No financial responsibility.</p>	A	5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to set up and maintain a multiple user filing system for the Maintenance Branch.</p>	D	22.5

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal instruction to staff on ARCS/ORCS filing systems.	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 on source documents to code records, and enter data onto computer databases.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently keyboard with speed and accuracy to enter data and produce correspondence.	C	12
12	SURROUNDINGS Exposure to dust from files regularly.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 264

Level: Range 9