

JOB DESCRIPTION

Benchmark Job #173

Ministry: Children and Families
Branch: Administrative Services
Location: Victoria

Working Title:
Level:
Classification:

Administrative Clerk
Range 9
Office Assistant

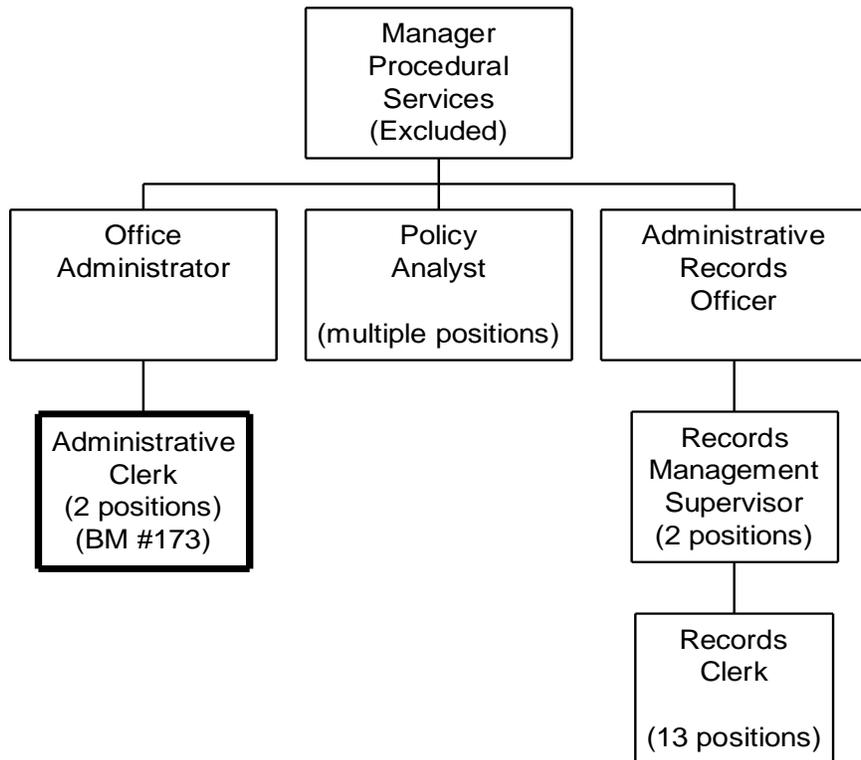
PRIMARY FUNCTION

To provide reception, office and financial support services for managerial and professional staff.

JOB DUTIES AND TASKS

1. Provides reception and word processing services
 - a. receives incoming calls, answers routine inquiries and refers incoming calls to appropriate staff
 - b. transcribes memoranda, correspondence and reports from handwritten and/or edited copy
 - c. prepares responses to Ministerial inquiries from handwritten and/or edited copy
 - d. composes routine responses to inquiries, as required, for signature
2. Maintains a general ledger for the branch
 - a. processes invoices by verifying and selecting codes, entering coding blocks, entering information into general ledger, passing on completed documentation for signature and filing invoices
 - b. processes travel vouchers by logging in a control book, verifying and selecting codes, entering information into general ledger and passing on copies for signature
 - c. tracks contractors' expenditures and produces a report by compiling information on fees and travel claims from financial documents
 - d. enters data into a spreadsheet program to produce a report totaling accounts for payables
3. Performs clerical services in support of branch operations
 - a. receives, date stamps and distributes incoming mail and prepares outgoing mail
 - b. makes travel arrangements and enters details on staff calendars
 - c. schedules meetings and books board and conference rooms
 - d. updates and prints staff calendars on PROFS system
 - e. processes Leave Management Transactions (LMTs) and logs in control book, checks information and passes for signature
 - f. compiles information to produce Leave Management and related reports
 - g. requisitions stationary and office supplies
 - h. enters and updates files using ARCS
 - i. updates manuals and catalogues amendments into log book and distributes throughout Ministry
 - j. creates filing system to track amendments to manuals for Ministry
 - k. provides informal explanation of procedures to coworkers or auxiliary staff

ORGANIZATION CHART
Benchmark Job #173



REASON FOR CLASSIFICATION

Benchmark Job #173

Job Title: Administrative 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 branch office to provide reception, office and financial support services and to process, code and file invoices.</p> | C | 60 |
| 2 | <p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to provide clerical support, perform word processing and reception, process and code vouchers and invoices and maintain manuals, files and logs.</p> | C | 60 |
| 3 | <p>INTERPERSONAL COMMUNICATION SKILLS Tact required to answer general public inquiries related to administrative services unit.</p> | B | 20 |
| 4 | <p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to use a computer to produce a variety of correspondence and reports 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 provide reception, log travel vouchers and Leave Management Transactions, code invoices and maintain files and logs.</p> | B | 30 |
| 6 | <p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to verify and code invoices and travel vouchers, enter information, pass on completed documentation and to track contract costs.</p> | C | 15 |
| 7 | <p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to organize a single user information system to track amendments to manuals.</p> | C | 15 |

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| 8 | RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal explanations of procedures to co-workers or auxiliary staff. | 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 screen and use computer to prepare reports and correspondence. | C | 12 |
| 11 | PHYSICAL EFFORT Moderate physical effort to frequently keyboard with speed and accuracy to produce a variety of reports and correspondence. | 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: 262.5

Level: Range 9