

# JOB DESCRIPTION

Benchmark Job #185

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Ministry: Human Resources  
Branch: Social Policy  
Location: Victoria

Working Title:  
Level:  
Classification:

**Clerk Typist**  
Range 9  
Office Assistant

## PRIMARY FUNCTION

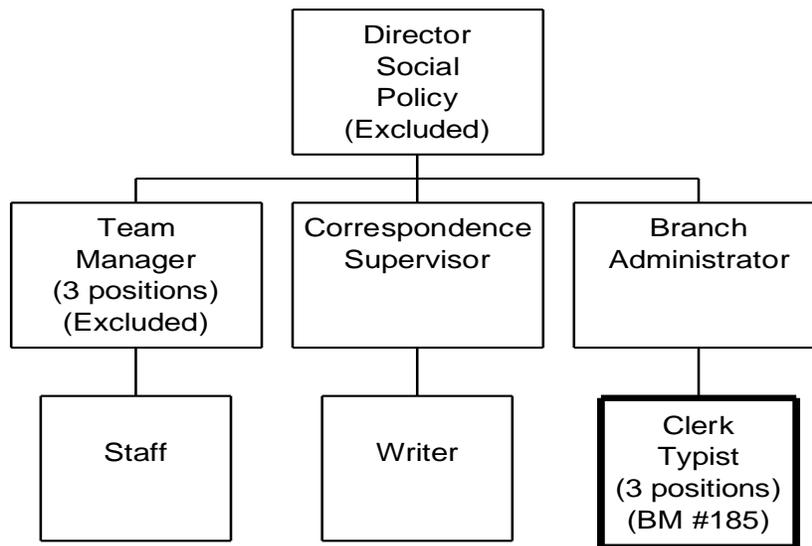
To provide word processing and clerical support services for managers and staff developing social policies in headquarters office.

## JOB DUTIES AND TASKS

1. Provides word processing services
  - a. transcribes material from typed, handwritten and dictaphone for Director, managers and supervisors
  - b. formats memoranda, correspondence and reports; keyboards amendments to policy and procedural manuals
  - c. drafts responses as directed to general enquiries for signature
  - d. compiles and generates statistical charts and tables from databases or data from managers
  - e. keyboards confidential letters, Cabinet submissions, Treasury Board submissions, Executive submissions and briefing notes for Minister and Ministry Executive
  - f. proof reads documents produced by other typists
2. Performs duties relating to Guaranteed Available Income for Need (GAIN) system and client information
  - a. receives and refers incoming calls from out-of-province agencies, other ministries, inter-provincial and federal agencies requesting information on Ministry clients, to program staff
  - b. accesses GAIN system to perform client checks for out-of-province inquiries on Ministry clients, confirm status of clients and to check addresses, Social Insurance Numbers and birth dates
3. Performs other related duties
  - a. attends meetings, takes minutes, keyboards and distributes agendas
  - b. makes travel arrangements, books meetings and organizes calendars for managers or supervisors
  - c. provides orientation to the workplace to new employees

ORGANIZATION CHART  
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## REASON FOR CLASSIFICATION

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Job Title: Clerk Typist

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Know a variety of job functions and how they relate to the social policy office to perform word processing services and other clerical support services.</p>	C	60
2	<p><b>MENTAL DEMANDS</b> Judgement to recognize known differences and determine the priority of tasks to word process correspondence, tables and reports, provide clerical services, make travel arrangements.</p>	C	60
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Tact required to refer callers to appropriate program staff.</p>	B	20
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> 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><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by specific procedures, using written instructions, changes the order of completion to meet immediate requests or demands in performing several functions to keyboard documentation, receive calls and update files.</p>	B	30
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> No financial responsibility</p>	A	5
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Some responsibility to access and update amendments to policy and procedures manuals.</p>	B	10

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Responsibility for own well being and safety in a low risk environment.	A	5
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Intense sensory concentration to almost always visually focus on source documents and use a computer to produce correspondence and reports.	D	18
11	<b>PHYSICAL EFFORT</b> Relatively heavy physical effort to almost always use a computer with speed and accuracy to produce correspondence and reports.	D	18
12	<b>SURROUNDINGS</b> Exposure to office setting with minimal disagreeable elements.	A	2
13	<b>HAZARDS</b> Moderate exposure to hazards from keyboarding almost always.	C	6

**Total Points: 261.5**

**Level: Range 9**