

# JOB DESCRIPTION

Benchmark Job #189

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

Working Title:  
Level:  
Classification:

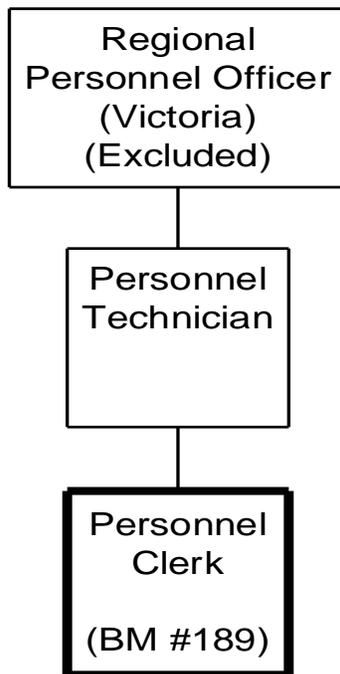
**Personnel Clerk**  
Range 9  
Office Assistant

## PRIMARY FUNCTION

To provide a variety of clerical support services to the Regional Personnel Office.

## JOB DUTIES AND TASKS

1. Provides clerical services to support the Personnel Office
  - a. keyboards letters, memorandums, reports, statistical summaries on word processor for Personnel Officer and Personnel Technician
  - b. makes travel arrangements for staff
  - c. receives, records and distributes incoming mail and prepares outgoing mail
  - d. updates material and closes personnel and competition files
  - e. updates manuals as required
  - f. files and retrieves records and correspondence, and photocopies and faxes documents
2. Provides clerical services to Personnel Technician to support the staffing process
  - a. receives, records, stamps, tracks and summarizes job competition applications
  - b. notes late applications and forwards file to Personnel Technician, determines in-service competition eligibility in routine cases and forwards remainder to Technician for determination
  - c. notifies applicants of interview dates and location and informs them of interview expense policies
  - d. distributes testing materials and monitors time limits for written or keyboarding tests
  - e. calculates pay entitlements including substitution pay entitlements
  - f. codes, processes and checks invoices and travel vouchers for completeness and accuracy including interview, travel, relocation and transfer expenses and forwards to accounting
  - g. updates the Corporate Human Resource Information and Payroll System (CHIPS) on a regular basis to ensure changes in employment status, position status and supervisor are correct
  - h. ensures the data integrity of CHIPS by regularly reviewing variance reports and correcting errors
3. Performs receptionist duties and assists general public seeking employment
  - a. greets visitors, staff members and the general public and directs to appropriate staff
  - b. answers general telephone calls, takes messages, identifies purpose of incoming calls and refers to appropriate staff or government office
  - c. releases information related to work unit procedures, job vacancies and qualifications following confidentiality policies and procedures; verifies information
4. Performs other related duties
  - a. completes requisitions for office supplies
  - b. ensures file cabinets and file room are kept locked
  - c. provides informal orientation to the workplace to new employees



## REASON FOR CLASSIFICATION

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Job Title: Personnel Clerk

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 personnel office to provide reception and clerical services, receive, track and summarize job competition applications, monitor time limits for written and keyboarding tests and maintain personnel information files.</p>	C	60
2	<p><b>MENTAL DEMANDS</b>            Judgement to recognize known differences and determine the priority of tasks to provide clerical services, identify purpose of incoming calls and refer to appropriate person, word process letters, memos and reports, maintain personnel files and track job competition applications.</p>	C	60
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b>            Tact required to verify information and answer general public inquiries related to work unit procedures, job vacancies and qualifications.</p>	B	20
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b>            Significant coordination and dexterity required to use a computer to produce letters, memos 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 provide reception, receive, summarize and track job applications, prepare correspondence and monitor time lines of written and keyboarding tests.</p>	B	30
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b>            Some financial responsibility to code, process and check invoices and travel vouchers for completeness and accuracy.</p>	C	15
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b>            Significant responsibility to ensure the data integrity of CHIPS by reviewing variance reports and correcting errors.</p>	D	22.5

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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> Focused sensory concentration to frequently visually focus on source documents and use a computer to produce correspondence and statistical summaries.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently keyboard with speed and accuracy to produce letters, memos and reports.	C	12
12	<b>SURROUNDINGS</b> Exposure to office setting with minimal disagreeable elements.	A	2
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

**Total Points: 270**

**Level: Range 9**