

JOB DESCRIPTION

Benchmark Job #191

Ministry: Forests
Branch: Prince George Region
Location: Prince George Forest District

Working Title:
Level:
Classification:

Contract Services Assistant
Range 9
Office Assistant

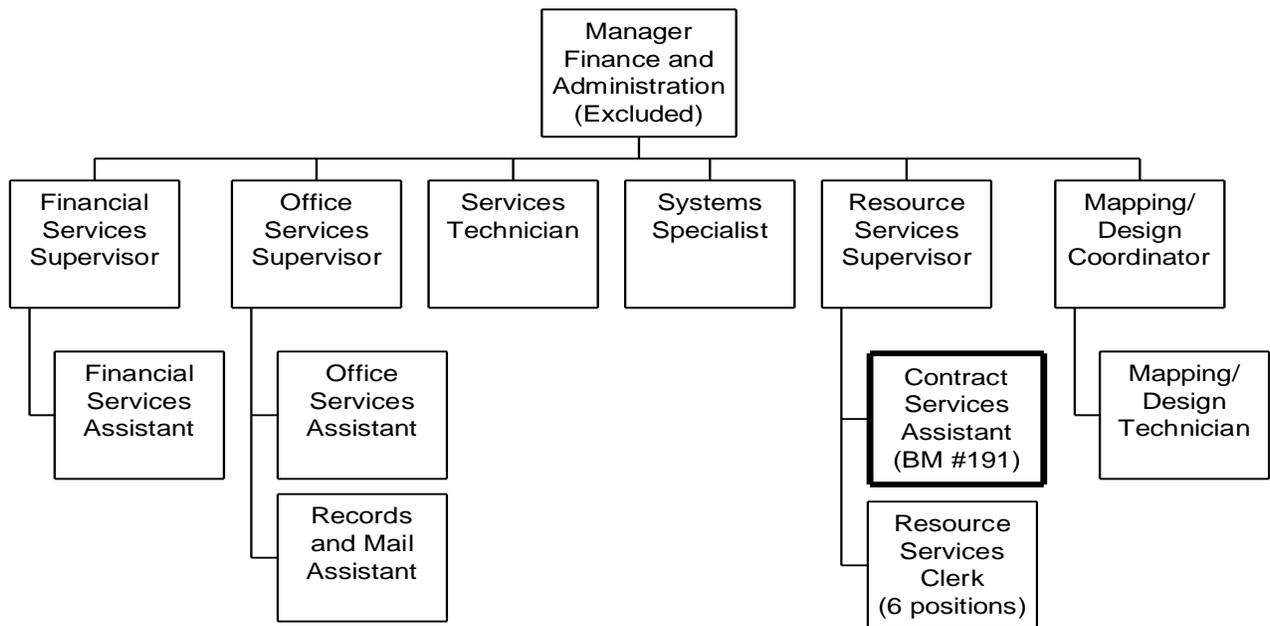
PRIMARY FUNCTION

To provide contract and clerical support services for a district office.

JOB DUTIES AND TASKS

1. Performs duties relating to the tender of timber sales and contracts
 - a. keyboards advertisements for notices and ensures that they are properly placed in media
 - b. compiles particulars of tenders and contracts, keyboards and submits for signature
 - c. assembles and distributes particulars of tenders
 - d. proof-reads and prepares documentation for timber sales
 - e. participates in tender openings or auctions as recorder and receives security deposits
 - f. prepares and distributes final tenure documents, obtains signatures and sends out unsuccessful bidders letters
 - g. performs data entry into tenure filing system to record the processing, issuance, amendment, expiry, the disposition of deposits, and extension and deletion of tenures
2. Processes forestry program related applications, including applications for private timber marks, permits, sales and contracts
 - a. checks forms and applications for completeness and accuracy
 - b. checks status of company and/or accounts
 - c. establishes lists of applicants
 - d. distributes memos, certificates, forms and correspondence
 - e. records and tracks flow of paperwork and deadlines
 - f. responds to general enquiries in person or over the telephone regarding timber regulations, or refers to field staff
3. Performs clerical support functions
 - a. keyboards correspondence, contracts, certificates, permits and reports
 - b. updates ledgers for waste assessment and trespass reports
 - c. maintains and updates manuals as required
 - d. files documents, photocopies and performs reception duties
4. Performs other related duties
 - a. prepares and distributes Class B burning permits, firewood and cutting permits
 - b. determines fee amount for permits, such as road use permits and stumpage fees from a listing or schedule
 - c. receives and records monies including security deposits, annual rents, permit fees and road use deposits and issues receipts
 - d. initiates forms for refund of security deposits
 - e. provides informal orientation to new employees

ORGANIZATION CHART
Benchmark Job #191



REASON FOR CLASSIFICATION

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Job Title: Contract Services Assistant

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 clerical support for contract administration, tenure administration and private timber mark permits and sales, keyboard documents, maintain ledgers, receive and record monies and issue receipts.</p>	C	60
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to provide clerical services, process forestry permits and contracts, verify accuracy of document information, update files and perform reception services.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS Tact required to exchange information and answer general public inquiries related to work unit activities and timber regulations.</p>	B	20
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to use a keyboard to produce correspondence, contracts, certificates 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 keyboard documents, maintain waste assessment ledger and trespass reports, issue receipts for permits and deposits and compile information on tenders and contracts for signature.</p>	B	30
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to determine fee amount for permits, such as road use permits and stumpage.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to set up and maintain a single user filing system for forestry program applications.</p>	C	15

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
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 a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually focus on source documents and use a computer to produce correspondence, contracts, certificates and reports.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently keyboard with speed and accuracy to produce correspondence, contracts, certificates and reports.	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