
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Clerk General

Grid: 10

Class Title: Clerk I

I. Level Definition

Positions at this level perform clerical duties such as filing, copying and distributing mail.

II. Typical Duties

1. Sorts, files and pulls papers, documents, films, charts, and other data, assigns file numbers; generates labels.
2. Operates copying or other duplicating equipment to reproduce papers, documents and other data and performs equipment maintenance procedures such as cleaning glass and clearing paper paths.
3. Copies medical charts and other material, mails films for processing, splices processed films.
4. Delivers mail and internal communications; escorts visitors to specified locations.
5. Answers department telephone and refers calls as required.
6. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to keyboard.
- (ii) Ability to communicate effectively both verbally and in writing.
- (iii) Ability to deal with others effectively.
- (iv) Physical ability to carry out the duties of the position.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.