
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Payroll

Grid: 10

Class Title: Clerk II, Timekeeping

I. Level Definition

Positions at this level perform clerical duties related to payroll time/flow sheet review and processing.

II. Typical Duties

1. Receives time/flow sheets, reviews for completeness and reports problems/inaccuracies to supervisor.
2. Transfers payroll information from time/flow sheets to time cards, codes time cards and/or checks codes.
3. Performs clerical tabulations, related to time/flow sheets/cards such as carrying forward year to date part time and casual hours on time record cards.
4. Reviews time records to verify information such as checking vacation entitlement against time taken.
5. 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 communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.