

JOB EVALUATION COMMITTEE RATING SHEET

JOB TITLE:	SECRETARY - DISTRICT OFFICE				
DATE:	28-Jun-16				
SUBFACTOR:	WEIGHT	SUBSTANTIATING DATA	DEGREE	POINTS	
EDUCATION	16	Grade 12 plus 1 year of courses	4	64	
EXPERIENCE	12	2-3 years of experience	5	60	
JUDGEMENT	10	Choice of methods	3	30	
MENTAL EFFORT	10	Occasional periods of long duration/taking minutes at meeting	3	30	
PHYSICAL ACTIVITY	5	Medium/intermediate (files)	3	15	
DEXTERITY	5	Speed is a factor	3	15	
ACCOUNTABILITY	12	Could cause significant embarrassment	4	48	
SAFETY OF OTHERS	10	Basic degree of care	1	10	
CONTACTS	11	Contacts of a sensitive nature	5	55	
DISAGREEABLE CONDITIONS	9	Minor/occasional	2	18	
		TOTAL	33	345	