

JOB EVALUATION COMMITTEE RATING SHEET

<b>JOB TITLE:</b>	<i>Administrative Assistant - Secondary</i>				
<b>DATE:</b>	<b>28-Jun-16</b>				
<b>SUBFACTOR:</b>	<b>WEIGHT</b>	<b>SUBSTANTIATING DATA</b>	<b>DEGREE</b>	<b>POINTS</b>	
<b>EDUCATION</b>	16	Grade 12 + 2 year	5	80	
<b>EXPERIENCE</b>	12	Over 5 years	8	96	
<b>JUDGEMENT</b>	10	Develop procedures	5	50	
<b>MENTAL EFFORT</b>	10	Continuous / intermediate	4	40	
<b>PHYSICAL ACTIVITY</b>	5	Medium/intermediate	3	15	
<b>DEXTERITY</b>	5	Speed is required	3	15	
<b>ACCOUNTABILITY</b>	12	Serious loss of time or resources / significant embarrassment	4	48	
<b>SAFETY OF OTHERS</b>	10	Worker assisting sick or injured students	2	20	
<b>CONTACTS</b>	11	Human relations skills required	5	55	
<b>DISAGREEABLE CONDITIONS</b>	9	Minor / continuous	4	36	
			<b>TOTAL</b>	<b>43</b>	<b>455</b>