

JOB EVALUATION COMMITTEE RATING SHEET

<b>JOB TITLE:</b>	<b>PAYROLL CLERK II</b>				
<b>DATE:</b>	<b>08-Mar-19</b>				
<b>SUBFACTOR:</b>	<b>WEIGHT</b>	<b>SUBSTANTIATING DATA</b>	<b>DEGREE</b>	<b>POINTS</b>	
<b>EDUCATION</b>	16	Grade 12 & one year of courses	4	64	
<b>EXPERIENCE</b>	12	3-4 years	6	72	
<b>JUDGEMENT</b>	10	Adapt established methods	3	30	
<b>MENTAL EFFORT</b>	10	Frequent/intermediate	3	30	
<b>PHYSICAL ACTIVITY</b>	5	Light/long	3	15	
<b>DEXTERITY</b>	5	Speed is a consideration	3	15	
<b>ACCOUNTABILITY</b>	12	Significant loss of time, resources	3	36	
<b>SAFETY OF OTHERS</b>	10	Basic safety procedures	1	10	
<b>CONTACTS</b>	11	Tact & discretion is required	4	44	
<b>DISAGREEABLE CONDITIONS</b>	9	Major/occasional	3	27	
			<b>TOTAL</b>	<b>33</b>	<b>343</b>

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