

JOB EVALUATION COMMITTEE RATING SHEET

<b>JOB TITLE:</b>	<b>ADMINISTRATIVE ASSISTANT - SCHOOL</b>				
<b>DATE:</b>	<b>11-Feb-22</b>	<b>(effective December 19, 2019)</b>			
<b>SUBFACTOR:</b>	<b>WEIGHT</b>	<b>SUBSTANTIATING DATA</b>	<b>DEGREE</b>	<b>POINTS</b>	
<b>EDUCATION</b>	16	Grade 12 & 1 year	4	64	
<b>EXPERIENCE</b>	12	2-3 years	5	60	
<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 a consideration	3	15	
<b>ACCOUNTABILITY</b>	12	Severe embarrassment	5	60	
<b>SAFETY OF OTHERS</b>	10	Some degree of care (using first aid)	2	20	
<b>CONTACTS</b>	11	Excellent human relations skills needed	5	55	
<b>DISAGREEABLE CONDITIONS</b>	9	Minor/continuous	4	36	
			<b>TOTAL</b>	<b>40</b>	<b>415</b>