

**Position Title:** Data Entry Assistant

**Position #:**

**Reports To:** Director of Legislative Services/Clerk  
Director of HR  
IT Manager

**Department:**

**Service Area:** Community & Corporate Services

**Last Updated:** January 2023

**Association:**

**General Purpose of the position:** To assist the IT, HR and Clerk's Dept. with data entry and data management projects.

**Functional Duties:**

1. Provide document retrieval and dissemination services.
2. Assist with maintaining and organizing corporate records.
3. Extraction, verification and input of digital and paper records in to document management system (DMS)
4. Assist with compilation and preparation of paper records for scanning and importing to DMS

**Certifications or Licensing Required:**

**Certification or Education Assets:** Currently enrolled in post-secondary education in Business Admin. Or related field.

**Additional Information on Position:** This position normally works 35 hours per week for up to 17 weeks per year.

Category	Level	Description	Points
1. Knowledge/Education	102	Reading and writing ability sufficient to communicate easily. Performs simple clerical routines and procedures. Operates common office or production equipment. Equivalent to completion of high school.	43
2. Experience	201	Up to and including 6 months	21
3. Communication Skill	302	Communicate to individuals in day to day communication, in the exchange of information. Contact is usually with immediate colleagues or peers, requires ordinary courtesy to avoid friction in relationships. May include informal contacts with the public to provide and obtain information.	57
4. Judgement	401	Duties and activities tend to be routine and standard. Minimal choice of independent action or judgement. Solutions or required responses are set within policy or procedures. Decisions made are obvious, with minimal alternatives or can be referred to someone else. Feedback is immediate.	21
5. Responsibility	502	A non-supervisory position performing clearly defined or routine tasks with some supervision. May provide information and preparatory work for selective use by others in making decisions.	43
6. Safety	601	Responsible for personal safety	7
7. Effort	702	Effort required in all activities are of low to moderate intensity.	29
8. Work Environment	802	Working conditions are somewhat comfortable, in an environment that may cause an injury or accident.	14
Point Total			235

Non-Union Grid Range: Student

Union or Association Pay Grid Information