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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Clerical

**Class Series:** Finance

**Grid:** 16

**Class Title:** Clerk IV (Statistics)

### **I. Level Definition**

Positions at this level prepare statistical reports for a variety of areas such as Emergency, X-Ray, Admitting by researching, checking, analyzing and compiling information and writing up reports.

### **II. Typical Duties**

1. Compiles, prepares and maintains statistics such as inpatient and outpatient surgical procedures performed, admissions, inpatient and outpatient revenue.
2. Researches, checks and compiles information for reports, including HIA 35 statistics for BCHP, month end statistical work for a variety of departments including Emergency, X-Ray, Admitting.
3. Summarizes statistical information and prepares related reports.
4. Performs other related duties as assigned

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 12 and two years' recent related experience or an equivalent combination of education, training and experience.

#### **(2) Skills and Abilities**

- (i) Ability to keyboard at 45 w.p.m.
- (ii) Ability to communicate effectively both verbally and in writing.
- (iii) Ability to deal with others effectively.
- (iv) Physical ability to carry out the duties of the position.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.