
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Clerk General

Grid: 13

Class Title: Personnel Secretary

I. Level Definition

Positions at this level perform clerical work, including dictation related to the operation of a personnel office.

II. Typical Duties

1. Maintains filing system for employee personnel files and records.
2. Completes forms related to hiring and termination of employees and other personnel information changes.
3. Completes or assists employees in completing claims for benefits such as workers' compensation, disability insurance, extended health care plans by explaining information required.
4. Provides information to employees on benefit programs and completes or assists employees in completing enrollment forms or changes in coverage by explaining information required.
5. Receives visitors, provides information, distributes and receives employment application forms and related material.
6. Types material such as correspondence, reports, and personnel forms from drafts, listings, or dictating machines.
7. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 and one 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.