Job Class Profile: **Registrar I**

Pay Level: **CG-27** **Point Band:** **534-577**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	4	2	3	3	3	3	1	2	
Points	187	67	13	14	90	65	62	21	21	540

JOB SUMMARY

The Registrar I is responsible for the administrative support of a departmental records centre.

Key and Periodic Activities

— Sorts and assigns correspondence, forms and related material for filing.
— Files correspondence, forms and related material.
— Performs general maintenance of filing system as required (i.e. locates missing files, sorting, retrieval, distribution, etc).
— Provides advice to departmental staff on the completion of a Records Transfer List (i.e. retention schedules, storage options, disposal, etc).
— Performs other related clerical duties (i.e. orders supplies, stocks office supplies, etc).
— Performs records management functions in TRIM (i.e. catalogues, install application for end users, trouble shoots, etc.).
— Removes inactive files from the filing system and assigns proper storage.
— Co-ordinates changes to telephone directory.
— Re-boxes and organizes files as needed.
— Provides monthly TRIM maintenance checks (i.e. removal of ghost locations, checking duplication of locations, missing containers, etc).

SKILL

Knowledge

General and Specific Knowledge:
— Information management practices and procedures.
Formal Education and/or Certification(s):
— Minimum: Diploma in Business or Office Administration
— Additional: TRIM Experience
Years of Experience:
— Minimum: 1-2 years
Competencies:

— Writes simple letters, memos and other documentation.
— Proof-reads, edits and formats a variety of documents.
— Provides advice to others regarding records management issues
— Uses various computer software programs such as spreadsheets, word processors, databases, and specialized records management software.

Interpersonal Skills

— A range of interpersonal skills are used to perform activities such as listening, asking questions, communicating complex information, providing information, advice and direction to others regarding procedures and gaining the cooperation of others to complete work tasks. Skills are used to assess employee records management needs, coordinate information requests and to instruct or guide information sessions on the use of TRIM system.
— Communication occurs with employees within the immediate work area and department including supervisors and managers.
— Most significant contacts are employees within the immediate work area, employees in the department, and the manager.

EFFORT

Physical Effort

— Work demands do not result in considerable fatigue requiring periods of rest.
— Occasionally required to lift/move objects, such as files and records up to 10 lbs. (i.e. retrieve and return files, stretching to reach file boxes).
— Work provides the opportunity to occasionally stand and walk within the office environment.
— Constantly required to perform fine finger/precision work while sitting using a keyboard and mouse responding to information requests from clients, performing TRIM maintenance, etc.

Concentration

— **Visual concentration** is constant while reviewing data on a computer monitor, cataloguing information, and sorting documents.
— **Auditory concentration** is required to listen to inquiries from staff regarding records management.
— **Repetition requiring alertness** is evident when accurately entering data and physically filing.
— Regularly impacted by **interruptions and multiple time pressures/deadlines** with a **lack of control over work pace** (i.e. multiple requests for information).
— **Eye/hand coordination** is required when filing.
— **Exact results and precision** are required when entering data into the system and accurately filing information in TRIM.

Complexity

— Work typically involves tasks that are similar/related in terms of the knowledge and skills required and tasks are usually well-defined.
— Problems tend to be simple and can be addressed by following procedures or guidelines. The most typical challenges or problems are missing files, TRIM maintenance issues, and physical space issues.

> — Co-workers, policies, procedures and guidelines exist to assist and address issues and challenges.

RESPONSIBILITY

Accountability and Decision-Making

— Work tasks and activities are moderately prescribed or controlled.
— Decisions can be made with respect to ordering supplies within delegated authority.
— Requires supervisor's approval for travel; changes to policy and procedures manual; and the retention and disposal of records.
— Work tasks involving the releasing of confidential information are completed using discretion and independent judgment.

Impact

— Impacts generally affect immediate work area, department, and sometimes outside the department but within the organization.
— Work activities impact information, material resources, processes and systems.
— Inaccurate reporting can result in missing or lost files. This could impact the employee in the department who requested the file.
— In the event of a mistake or error the consequence is directly felt on the quality of information maintained in the TRIM system.
— Co-workers, legislation, policies, and procedures are in place to mitigate the impact of errors. Work is reviewed by supervisor.

Development and Leadership of Others

— Not responsible for the supervision of staff.
— May be required to provide advice and guidance to new employees.

WORKING CONDITIONS

Environmental Working Conditions

— Does not require any special precautions or safety equipment.
— Limited likelihood of minor cuts, bruises, abrasions, fractures, minor illnesses or injury resulting in partial or total disability.
— Some exposure to dirt, dust, filth and garbage, glare from computer screens and awkward or confining spaces (i.e. retrieving files from storage).