

OFFICE AGENT, CLASS I

Nature of work

The principal and customary work of the employee in this employment class consists in performing administrative functions according to methods and procedures of a relatively complex nature.

Required qualifications

Schooling and experience

To have a secondary school diploma or a diploma of vocational studies in an appropriate specialty or have a diploma or an attestation of studies which is recognized as equivalent by the competent authority and have at least one (1) year of pertinent experience.

Other requirements

If necessary, to possess practical skills related to his area of activity.

Some characteristic duties

The employee in this employment class carries out accounting operations of a relatively complex nature which are related more particularly to the checking of data shown on invoices, order vouchers and delivery vouchers; he collates these forms and, if need be, he clarifies or corrects them and makes sure that norms and procedures are being observed. He codes expenditures and identifies them by department and by category. He may also make certain purchases of nominal value.

In another area of activity, his duties are related to verifying the hours worked and calculating basic or additional remuneration and deductions to be made on the basis of established regulations. He may be asked to keep an attendance record for personnel, to perform various tasks in relation to sick-leave banks, vacation and social leave, and to provide the information required.

In a documentation centre, he performs the duties of checking card indexes, order vouchers, exchange lists, requisitions and invoices. He sees to the control of payments and to the renewal of subscriptions. He may carry out certain administrative tasks related to cataloguing.

In a general manner, he keeps various files and account books up-to-date with respect to completed work, does correspondence in relation to his work and may be entrusted with relatively specialized work. In the statistical area, he makes summaries from available information or from information which he has previously gathered, the method of compilation being relatively complicated.

He may be responsible for part or all of the work of a sector (accounts payable, accounts receivable, financial assistance for students, etc.) and, as such, he must train new office agents and co-ordinate the work of a group of support personnel while participating in the carrying out of tasks.

If need be, he performs any other related tasks.