

7. CLASSIFICATION AND PAY

7.1. JOB DESCRIPTION AND CONTENT

THE PROBLEM

The quantity of typing given to secretaries in Ottawa and abroad denies them the opportunity to demonstrate other abilities which are given more weight in the classification and promotion processes.

DISCUSSION

The volume of straight typing (especially when the secretary is assigned to more than one officer) is usually high. In positions abroad, because of the classified nature of the subject matter, typing cannot be delegated to locally engaged staff. The percentage of typing, in relation to other duties, has a great bearing on the classification of the position. In addition, a high volume of typing denies the secretary the opportunity to demonstrate her/his other abilities or to gain varied experience which is necessary to enable her to move towards a higher level position in the administrative field. In the classification scoring exercise, a higher bench-mark should be awarded in recognition of the complexity of the FS secretary's typing function.

WE THEREFORE RECOMMEND THAT

1. *The importance and the nature of typing in the job package of a Foreign Service secretary be re-evaluated.*
2. *Study the possibility of hiring non-rotational typists and rotational typists, bearing in mind the "word processing concept".*