

Iqra National University



Name : Naqeeb
T/name : Mr. Shahzeb Anwar
Class : BBA 4th
ID : 14744
Subject : HRM
Assignment : Job Analysis
Date : 27th May 2020

Job analysis in human resource management (HRM) refers to the process of identifying and determining the duties, responsibilities, and specifications of a given job. ... Job analysis in HRM helps establish the level of experience, qualifications, skills and knowledge needed to perform a job successfully.

LEGAL ASSISTANT

JOB DESCRIPTION

Employees in this job function as professional legal assistants to Attorneys, Administrative Law Examiners, Administrative Law Specialists, or Prosecutor Training Coordinators.

There is one classification in this job.

Position Code Title – Legal Assistant-E

Legal Assistant P11

This is the experienced level. The employee, in a learning capacity, conducts a variety of research and analysis assignments, prepares legal or administrative hearings documents, and reviews of legislation pertinent to the work area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Performs research and analysis of routine legal problems and issues.

Assists in the preparation of legal contracts, deeds, leases, and other legal papers of a routine nature.

Researches relevant statutes, rulings, and precedents to be used as a basis for answering requests for legal opinions of a routine nature or limited scope.

Performs preliminary work in the preparation of legal opinions.

Assists in the preparation of cases and hearings of a routine nature.

Conducts factual investigations of a limited scope.

Prepares correspondence and pleadings related to the work.

Updates legal publications and participates in the work associated with a law library.

Prepares case notes, head notes, and index entries describing agency's final decisions and orders.

Job Description

Job Title: Medical Laboratory/Data Entry Assistant
Location: 60 Whitfield Street
Reporting to: Data Entry Team leader
Accountable to: Head of Department / SRA & Referrals Business Manager
Liaises with: Sales / Service Director and Laboratory Director

Overall Job Purpose:

To undertake laboratory, clerical and telephone work within the Sample Reception Area.

Main Duties:

To include, but not be restricted to, the following duties:

1. To enter patient details and coded test information into the laboratory computer system in an accurate and expeditious manner.
2. To be familiar with the laboratory computer systems, including confident use of the test/client libraries, TDL intranet and referral database during data entry.
3. To be aware of invoicing/billing rules that applies to certain clients and source codes.
4. General scanning, filing and archiving of request forms and other hard copy data.
5. To be familiar with the telephone system (e.g. placing calls on hold/transferring calls) in order to receive incoming calls to the department and deal with them appropriately, through a broad knowledge of the company's operations.
6. To maintain your own knowledge and skills to perform the job as detailed in this job description. Including actively updating your training record and reading the SOPs provided.
7. To maintain a level of service and professionalism as expected, by the company, of the jobholder. Ensuring that all procedures are documented and updated as required.