

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 2

Position Title	Central Mail Services Clerk		
Date Evaluated	September 28, 2005	Date Revised	
Notes Taken By	Jane Mizanski		

EVALUATION

Factor	Level	Explanatory Notes
1. Writing Skills	1	Logging and date stamping mail and maps received.
2. Numeric Skills	1	Records date/date stamp forms and record numbers on forms.
3. Technical Skills/Professional Knowledge	1	Knowledge of courier services processes and postal/stamp machine (waybills). Work is procedural and incumbents are trained on-the-job.
4. Analytical/Problem-Solving Skills	1	For example, locating missing mail through tracking waybill records, follows specific steps. Unresolved issues are referred to the Supervisor.
5. Communication Skills	1	Communication with staff when distributing the mail.
6. Co-ordinating Skills	1	Opening, sorting, date stamping incoming mail with peers; priorities modified by supvr.
7. Freedom of Action	1	Work is monitored several times a day to ensure mail is processed on time.
8. Guiding Others	1	Occasionally showing students the work process.
9. Physical Effort	3	Stairs to deliver mail; lifting mail bags up to 44 pounds Sitting/standing sorting mail, pushing mail cart < 1hr per day; generally can control strain by changing activity or position.
10. Manual Dexterity	2	Slitting open mail/envelopes and sorting; operating Purolator machine, postage meter/date stamping, limited keying data into spreadsheet; up to one hour of manual dexterity.
11. Audio/Visual Effort	1	Listening for bell for mail delivery.
12. Working Conditions	2	Dirt, dust from mail.
General Notes		