

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 3

Position Title	Central General Clerk		
Date Evaluated	September 30, 2005	Date Revised	June 13, 2006
Notes Taken By	Jane Mizanski		

EVALUATION

Factor	Level	Explanatory Notes
1. Writing Skills	1	Enters property codes, etc. to complete forms and logs.
2. Numeric Skills	1	Logs number of documents received per day from LRO, records date.
3. Technical Skills/Professional Knowledge	1	Performs sorting, batching of source documents according to defined procedures; ability to read property dimensions.
4. Analytical/Problem-Solving Skills	1	For example: Notice is returned undelivered – employee checks for correct address; searching for missing maps, plans, looking in alternative file locations; problem with LTТА – compare to what is on OASYS, then refer to supervisor.
5. Communication Skills	1	To verify information between LPU/DPU Clerks.
6. Co-ordinating Skills	1	Normal coordination of own work.
7. Freedom of Action	1	Standard procedures followed for day-to-day functions.
8. Guiding Others	1	No responsibility for guiding others.
9. Physical Effort	2	Lifting completed boxes of completed LTТА’s to storage shelves that can be higher than waist height; pulling out maps from map drawers <1hr, weekly.
10. Manual Dexterity	1	Keying and packaging/sorting source documents <1hr.
11. Audio/Visual Effort	1	Normal level of audio/visual effort.
12. Working Conditions	1	No disagreeable working conditions.
General Notes		