

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 5

Position Title	Data Entry Clerk		
Date Evaluated	September 29, 2005	Date Revised	
Notes Taken By	Jane Mizanski		

EVALUATION

Factor	Level	Explanatory Notes
1. Writing Skills	1	Updating names, completing logs and forms, completing pre-written form letters.
2. Numeric Skills	1	Completing logs with number of documents processed.
3. Technical Skills/Professional Knowledge	1	Work is procedural in nature involving keying information from various fields in a number of different types of documents; new employees require on-job training to learn the screens, various source documents.
4. Analytical/Problem-Solving Skills	1	For example, school support application that has two owners but no roll number, or roll number not listed on application; to resolve the incumbent tries database search on name, address or municipality, etc. The steps to resolve issues are defined, have definite boundaries on what they can resolve vs refer to LPU or Supervisor;
5. Communication Skills	1	Mentoring new staff; communicate with coworkers when need to clarify work issue.
6. Co-ordinating Skills	1	Coordinating resources to do own work, ie. school support applications, process controls, occupancy questionnaires, etc.
7. Freedom of Action	1	Work is assigned by batches of documents received in the CPF; work is process controlled for accuracy.
8. Guiding Others	1	Occasionally mentoring new staff on a rotational basis among the Data Entry Clerks, complete process controls.
9. Physical Effort	1	Keying information, sitting at desk, can take breaks every 10 minutes if required.
10. Manual Dexterity	5	Keyboarding, daily, both speed and accuracy, cannot lessen strain as keying is main duty of the job;
11. Audio/Visual Effort	3	Looking at computer screens and source documents >2 hours per day; distractions are normal office noise, staff walking around.
12. Working Conditions	1	No disagreeable working conditions.
General Notes		