

**MPAC - OPSEU  
Pay Equity Job Evaluation**

**Position Number: 7**

<b>Position Title</b>	<b>Mail Services Clerk</b>				
<b>Date Evaluated</b>	<b>October 19, 2005</b>	<b>Date Revised</b>	<b>June 13, 1006</b>	<b>Notes taken by</b>	<b>Jane Mizanski</b>

<b>Factor</b>	<b>Level</b>	<b>Explanatory Notes</b>
<b>1. Writing Skills</b>	<b>2</b>	<b>Prepare address labels, courier and registered mail documentation; writes instructions to courier or to employees enquiring about mail/courier procedures;</b>
<b>2. Numeric Skills</b>	<b>1</b>	<b>Completes dates on log books, courier/mail documentation; determining appropriate postage;</b>
<b>3. Technical Skills/Professional Knowledge</b>	<b>2</b>	<b>Familiarity with mail delivery procedure/routine, including procedures for preparing and shipping packages via courier and registered mail; must also be able to operate the switchboard for relief periods; knowledge of the Corporate organization, basic familiarity with MPAC products and services to respond to general enquiries and direct callers appropriately.</b>
<b>4. Analytical/Problem-Solving Skills</b>	<b>1</b>	<b>Tracing Purolator packages; researches different modes of delivery and related costs for client departments.</b>
<b>5. Communication Skills</b>	<b>2</b>	<b>Provides back-up reception and switchboard duties at Head Office where incumbent is required to respond to general enquiries regarding MPAC.</b>
<b>6. Co-ordinating Skills</b>	<b>1</b>	<b>Coordinates own work.</b>
<b>7. Freedom of Action</b>	<b>1</b>	<b>Work is dictated by delivery of incoming and pick-up for outgoing mail; procedures are in place to define how to process and when (as it arrives/is picked up</b>
<b>8. Guiding Others</b>	<b>1</b>	<b>No responsibility for guiding others.</b>
<b>9. Physical Effort</b>	<b>3</b>	<b>Walking/stairs to deliver mail over 7 floors and 2 buildings; lifting mailbags/packages delivered to MPAC including computers, servers, stationary supplies, etc.; also assists Training Coord with setting up boardrooms daily for training/conference/meeting functions.</b>
<b>10. Manual Dexterity</b>	<b>2</b>	<b>Some keyboard activity to create labels, operate postage meters, sorting, folding and inserting mail. Telephone switchboard.</b>
<b>11. Audio/Visual Effort</b>	<b>1</b>	<b>No continuous job requirement impacting on visual or audio senses.</b>
<b>12. Working Conditions</b>	<b>2</b>	<b>Dealing with irate taxpayers at reception/through the switchboard. Mailroom can be dusty, also has the photocopier that gets used frequently for large copy jobs</b>
<b>General Notes</b>		