

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 10

Position Title	Administrative Support Clerk – CCC		
Date Evaluated	April 5, 2006	Date Revised	
Notes Taken By	Jane Mizanski		

EVALUATION

Factor	Level	Explanatory Notes
1. Writing Skills	2	Writes short notes and completes form letters.
2. Numeric Skills	1	Enters data onto spreadsheet eg. number of incoming calls
3. Technical Skills/Professional Knowledge	1	Uses software programs (excel, word). Knowledge of the CCC
4. Analytical/Problem-Solving Skills	1	For example, taxpayer not having received requested correspondence, incumbent tracks returned mail through CCC or to check if there was a response sent.
5. Communication Skills	1	Interacts with staff and external clients referring calls.
6. Co-ordinating Skills	2	Coordinates meetings, staff lunch arrangements.
7. Freedom of Action	2	Process correspondence as requested, ordering supplies as required; determine appropriate coding for invoices;
8. Guiding Others	1	No responsibility for guiding others.
9. Physical Effort	1	Lifting photocopy paper as required.
10. Manual Dexterity	1	Keying data, form letters. Accuracy and speed but can lessen the strain.
11. Audio/Visual Effort	1	Normal audio/visual effort in office environment.
12. Working Conditions	1	No disagreeable working conditions.