

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 11a

Position Title	Administrative Clerk – Property Values		
Date Evaluated	March 22, 2006	Date Revised	
Notes Taken By	Jane Mizanski		

EVALUATION

Factor	Level	Explanatory Notes
1. Writing Skills	2	Maintain variety of logs e.g. correspondence, ID Cards; prepares email responses to enquires; tracking DTS.
2. Numeric Skills	1	Records dates in logs, counts, matching receipts to claims
3. Technical Skills/Professional Knowledge	1	Knowledge of various computer software programs (Word, Excel);
4. Analytical/Problem-Solving Skills	1	Work is routine requiring little analysis to resolve problems, eg. identifying non-routine correspondence, filing correspondence; follows specific procedures.
5. Communication Skills	1	Provides backup reception duties (Head Office); receiving/re-directing incoming telephone calls for the Manager/Sr Manager.
6. Co-ordinating Skills	2	For example, assembles department competition files, (gathering interview notes, resumes, reference materials etc from each Panel Member) to forward to HR before competition can be closed.
7. Freedom of Action	2	Has work assigned with deadlines, incumbent has latitude to determine sequence of tasks.
8. Guiding Others	1	No responsibility for guiding others.
9. Physical Effort	1	Normal physical effort required.
10. Manual Dexterity	2	Keyboarding skills.
11. Audio/Visual Effort	1	Occasionally taking minutes at managers meetings requires listening skills to ensure capturing discussion and action items, etc.
12. Working Conditions	1	May occasionally deal with rude clients.
General Notes		