

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 11c

Position Title	Administrative Support Clerk – CPF		
Date Evaluated	October 19, 2005	Date Revised	
Notes Taken By	Jane Mizanski		

EVALUATION

Factor	Level	Explanatory Notes
1. Writing Skills	2	Generates offer/regret competition letters for managers' signature using standard template; notes to vendors;
2. Numeric Skills	2	Coding invoices and review for correct GST/RST calculations.
3. Technical Skills/Professional Knowledge	1	Knowledge of software packages (word processing, spreadsheets) and office procedures for filing, processing invoices; work is performed within established procedures.
4. Analytical/Problem-Solving Skills	1	For example: if supply order is missing or damaged may follow-up with supplier to resolve; call for servicing on office equipment/photo copiers.
5. Communication Skills	1	Calls vendors to place order supplies, or technicians to fix vending machines, office equipment.
6. Co-ordinating Skills	1	Occasionally coordinates the Data Entry Clerk testing – scheduling the candidates, logging the results.
7. Freedom of Action	2	Responsible for variety of administrative/clerical tasks that are generally assigned by supervisor; incumbent may determine sequence of work to be completed but within established standards.
8. Guiding Others	1	No formal responsibility for guiding others.
9. Physical Effort	1	No physical effort required beyond normal office environment.
10. Manual Dexterity	1	Keyboarding and calculator but not continuous and can lessen strain by doing other activities.
11. Audio/Visual Effort	1	Viewing data on computer screens but not continuous and can lessen strain/work with interruptions.
12. Working Conditions	1	No disagreeable working conditions.
General Notes		