

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 13

Position Title	Provincial Land Tax Clerk		
Date Evaluated	April 5, 2006	Date Revised	
Notes Taken By	Jane Mizanski		

EVALUATION

Factor	Level	Explanatory Notes
1. Writing Skills	2	Complete File Record Sheets (FRS), notes where changes have been made, reply to tax collector emails under manager's supervision.
2. Numeric Skills	2	Key sale dates on FRS, correct sale measurements, calculate values to balance/cross foot errors on OASYS.
3. Technical Skills/Professional Knowledge	2	Familiarity with unorganized properties and Local Roads/School Board jurisdictions, and of the PLT database; procedures are available for guidance; functions are learned through on-the-job training.
4. Analytical/Problem-Solving Skills	2	Analysis required to review calculations, investigate ownership, tax classification issues; resolves by searching databases, looking at previous documents and referring to manager.
5. Communication Skills	2	Contact with LRS, LSB, MNR, MFTT, tax collectors to resolve Land Use Permits, write-offs, ownership, mailing address, etc; audience is familiar with the subject/issue.
6. Co-ordinating Skills	1	Incumbent required to co-ordinate own work.
7. Freedom of Action	2	Incumbent must perform work within a timely manner, and decides order of activities (keying, enquiries) to be performed, refers complex issues to manager.
8. Guiding Others	1	No formal responsibility for guiding others.
9. Physical Effort	1	Filing, lifting boxes of paper.
10. Manual Dexterity	2	Keyboarding skills to key sales, calculations, etc.
11. Audio/Visual Effort	2	Telephone calls and keying into OASYS daily but concentration can be maintained.
12. Working Conditions	1	Occasionally dealing with impatient clients.
General Notes		