

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 16

Position Title	Data Verification Clerk				
Date Evaluated	October 20, 2005	Date Revised		Notes Taken By	Jane Mizanski

Factor	Level	Explanatory Notes
1. Writing Skills	1	Completing LTTAs, keying property codes, names, dates; short notes to forward incomplete LTTS to LPU eg. “please verify legal description”;
2. Numeric Skills	1	Record numbers on logs, dates on forms; compares property’s area on OASYS to GeoWarehouse to ensure they match;
3. Technical Skills/Professional Knowledge	2	Familiarity with various assessment documents, particularly LTTAs, as well where the data fields are located on various OASYS screens to process incoming documents; familiarity with GeoWarehouse to find/verify data; keyboarding and clerical skills; level of knowledge sufficient to resolve data discrepancies forwarded by the Data Entry Clerks;
4. Analytical/Problem-Solving Skills	2	Resolving LTTA issues such as discrepancies on ownership or legal description of properties between documents and database; searches database, reviews LTTA source document, checks other roll numbers, names, missed transactions, etc; if unable to resolve with available data refers to supvr or LPU;
5. Communication Skills	2	Communication with field/LPU staff to clarify documents, information requested/being provided (as per sore thumbing exercise)
6. Co-ordinating Skills	1	Normal coordination/organization of own work for the day;
7. Freedom of Action	2	LTTAs are processed in accordance to priority list (receipt date) to meet deadlines; process controls performed to ensure accuracy – have the freedom to determine when to process control vs key/work on LTTAs;
8. Guiding Others	2	Some responsibility for training summer students and temporary or agency staff on LTTAs, Occupancy Questionnaires; (training/mentoring is rotated among incumbents who have the option of not accepting this training role).
9. Physical Effort	1	Normal physical effort.
10. Manual Dexterity	3	Keyboarding, >2 hrs, both speed and accuracy, but can lessen the strain by working on process controls, reviewing documents, etc.
11. Audio/Visual Effort	2	Reading LTTA documents and viewing data on computer screens, daily.
12. Working Conditions	1	No disagreeable working conditions.
General Notes		