

**MPAC - OPSEU  
Pay Equity Job Evaluation**

**Position Number: 19**

<b>Position Title</b>	<b>Senior Administrative Clerk – PV</b>		
<b>Date Evaluated</b>	<b>April 5, 2006</b>	<b>Date Revised</b>	
<b>Notes Taken By</b>	<b>Jane Mizanski</b>		

**EVALUATION**

<b>Factor</b>	<b>Level</b>	<b>Explanatory Notes</b>
<b>1. Writing Skills</b>	<b>2</b>	<b>Prepares brief cover letters, short emails/memos for VP, business trip itineraries.</b>
<b>2. Numeric Skills</b>	<b>2</b>	<b>Processing expense claims, coding invoices, journal entries, reconciling VISA statements. Preparing monthly accruals.</b>
<b>3. Technical Skills/Professional Knowledge</b>	<b>2</b>	<b>Knowledge of corporate software programs (Excel, Word); work is procedural in nature, e.g. processing invoices in accordance with Finance procedures/policies.</b>
<b>4. Analytical/Problem-Solving Skills</b>	<b>2</b>	<b>For example, conducts expense claim audit checks for PV Managers, requests missing documentation from Mgrs, documents results and discusses with Managers; assigning correct coding to invoices.</b>
<b>5. Communication Skills</b>	<b>2</b>	<b>With other departments to action items e.g. mail, resolve IT computer issues, suppliers to order/follow-up on requests.</b>
<b>6. Co-ordinating Skills</b>	<b>2</b>	<b>Preparing monthly accruals, invoices from legal firms, coordinating Manager’s meetings/VP’s itinerary.</b>
<b>7. Freedom of Action</b>	<b>3</b>	<b>Work is performed according to various policies and procedures eg. Finance, expense claims; has the ability to plan the work to be done within the defined procedures, timelines.</b>
<b>8. Guiding Others</b>	<b>1</b>	<b>No formal responsibility for guiding others.</b>
<b>9. Physical Effort</b>	<b>1</b>	<b>Occasionally lifting boxes of paper supplies.</b>
<b>10. Manual Dexterity</b>	<b>1</b>	<b>Keyboarding skills, daily, accuracy important but can lessen the strain by doing other work.</b>
<b>11. Audio/Visual Effort</b>	<b>1</b>	<b>Can maintain concentration on tasks.</b>
<b>12. Working Conditions</b>	<b>1</b>	<b>Occasionally dealing with irate customers on the phone.</b>
<b>General Notes</b>		