

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 21

Position Title	Land Parcel Unit Clerk		
Date Evaluated	October 19, 2005	Date Revised	June 13, 2006
Notes Taken By	Jane Mizanski		

EVALUATION

Factor	Level	Explanatory Notes
1. Writing Skills	2	Prepares short notes with brief explanations to field staff for follow-up information.
2. Numeric Skills	2	Update Assessment Roll Numbers, calculate area, complete production logs, convert numbers from imperial to metric.
3. Technical Skills/Professional Knowledge	2	Knowledge/ability to read plans, legal surveys, knowledge of title searching techniques using GeoWarehouse and Polaris databases; work is procedural with respect to creating/amending assessment parcels.
4. Analytical/Problem-Solving Skills	2	Legal description/ownership discrepancies, investigate by searching GeoWarehouse or Polaris, other databases.
5. Communication Skills	1	Calls to field offices for data verification.
6. Co-ordinating Skills	1	Pulling together files/data to complete split or consolidation is considered coordination of materials to complete own work.
7. Freedom of Action	2	Work is assigned by Specialist otherwise complete work in date order; may have opportunity to determine sequence of what work to complete but is bounded by deadlines and Key Performance Indicators;
8. Guiding Others	1	No formal responsibility for guiding others.
9. Physical Effort	1	No physical effort required beyond normal office work.
10. Manual Dexterity	2	Keyboarding but not continuous when doing title searches; can lessen strain.
11. Audio/Visual Effort	1	No audio or visual efforts required beyond normal work environment.
12. Working Conditions	1	No disagreeable working conditions.
General Notes		