

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 88

Position Title	Administrative Clerk - Finance		
Date Evaluated	October 19, 2005	Date Revised	
Notes Taken By	Jane Mizanski		

EVALUATION

Factor	Level	Explanatory Notes
1. Writing Skills	1	Drafts brief e-mails to field staff regarding facilities and security procedures;
2. Numeric Skills	2	Maintains inventory list of lease costs on spreadsheets; maintains inventory of employee relocation costs; deposits cash receipts; maintains inventory of vehicle parking stickers;
3. Technical Skills/Professional Knowledge	1	Ability to operate various computer software programs (word processing, spreadsheets, e-mail);
4. Analytical/Problem-Solving Skills	1	Reviews monthly Security Monitoring reports and follows up with departments as required;
5. Communication Skills	2	Responding to requests for security passes; responding to general taxpayer enquiries while providing relief/backup reception duties;
6. Co-ordinating Skills	1	Normal coordination of own work;
7. Freedom of Action	2	Has assigned work responsibilities but has freedom to determine sequence of tasks provided deadlines are met and procedures adhered to;
8. Guiding Others	1	No responsibility;
9. Physical Effort	1	Sitting at desk but freedom to move about;
10. Manual Dexterity	1	Some keyboarding and operating digital display telephone while at reception;
11. Audio/Visual Effort	1	Normal degree of effort;
12. Working Conditions	1	No disagreeable working conditions.
General Notes		