

Job Evaluation Rating Document

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title Senior Postal Clerk</p> <hr/> <p>Date October , 2000</p> <hr/> <p>Revised Date 2004</p> <hr/> <p>Revised Date January 15, 2020</p> <hr/>	<p>Code</p> <hr/> <p style="text-align: center;">112</p> <hr/>
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<p>Decision Making</p> <p>Accountable for the coordination and scheduling of mail room staff at multiple sites while ensuring centralized mail operations are handled in accordance with accepted practices. Exercises discretion when deciding the best alternatives for delivering mail and supplies.</p>	<p>Degree</p> <hr/> <p style="text-align: center;">3.0</p> <hr/>
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<p>Education</p> <p>Grade 12.</p>	<p>Degree</p> <hr/> <p style="text-align: center;">2.0</p> <hr/>
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<p>Experience</p> <p>Twenty-four (24) months previous related mail experience. Six (6) months on the job to develop coordination/administrative skills and become familiar with department policies and procedures.</p>	<p>Degree</p> <hr/> <p style="text-align: center;">6.0</p> <hr/>
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<p>Independent Judgement</p> <p>Ensures mail operations in accordance with standard practice or established procedure. Exercises judgement when establishing efficient mail handling processes.</p>	<p>Degree</p> <hr/> <p style="text-align: center;">3.5</p> <hr/>
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<p>Working Relationships</p> <p>Requires appropriate tact when communicating with other departments and outside agencies. Uses discretion when tracking/rerouting mail for discharged patients.</p>	<p>Degree</p> <hr/> <p style="text-align: center;">3.0</p> <hr/>
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Job Title

Senior Postal Clerk

Code

112

<p>Impact of Action</p> <p>Lost or delayed mail may delay succeeding services and cause embarrassment and inconvenience to clients/patients/residents and other departments/agencies. Incorrect billing due to inaccurate record keeping may result in complaints and lost financial recoveries.</p>	<p>Degree</p> <p>2.0</p>
<p>Leadership and/or Supervision</p> <p>Provides limited direction to the mail room staff by assigning work, checking results and controlling costs. Schedules and replaces staff.</p>	<p>Degree</p> <p>3.0</p>
<p>Physical Demands</p> <p>Occasional physical effort lifting files and material, driving and using various office equipment requiring accurate coordination of fine movements with periods of heavy lifting.</p>	<p>Degree</p> <p>1.5</p>
<p>Sensory Demands</p> <p>Regular sensory effort scheduling staff, listening to staff, sorting mail, metering mail, processing department charges and computer work.</p>	<p>Degree</p> <p>2.0</p>
<p>Environment</p> <p>Occasional minor exposure to interruptions, dust, travel and unpredictable weights.</p>	<p>Degree</p> <p>2.0</p>