



Provincial Job Description

TITLE:
(124) Postal Clerk

PAY BAND:
4

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides mail processing and distribution services to all departments and facilities.

QUALIFICATIONS:

- ◆ **Grade 10**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Ability to work independently**
- ◆ **Communication skills**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Department/Facility Mail

- ◆ Receives, meters and dispatches mail for all departments and facilities.
- ◆ Determines appropriate mail service method (e.g., Priority Post, Express Post, Registered Mail, air mail, regular mail) for various items based on time sensitivity, type of material being sent and insurance if needed.
- ◆ Records postage charges for departments, facilities.
- ◆ Distributes mail to mailboxes.
- ◆ Redirects mail to other facilities.

B. Patient Mail

- ◆ Sorts patient mail.
- ◆ Obtains patient location from hospital information system; re-addresses if necessary.

C. Related Key Work Activities

- ◆ Maintains clean and safe work area.
- ◆ Performs clerical duties (e.g., update physician mail list).
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: January 15, 2020