


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Senior Postal Clerk</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p>	<p>Code</p> <p style="text-align: center;"><u>112</u></p>
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<p>Decision Making</p> <p>Accountable for the coordination and scheduling of mailroom staff at multiple sites while ensuring centralized mail operations are handled in accordance with accepted practices (e.g., Canada Post/region policies and procedures). Exercises discretion when deciding the best alternatives for delivering mail and supplies.</p>	<p>Degree</p> <p style="text-align: center;"><u>3.0</u></p>
<p>Education</p> <p>Grade 12.</p>	<p style="text-align: center;"><u>2.0</u></p>
<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 region/facility/department policies and procedures.</p>	<p style="text-align: center;"><u>6.0</u></p>
<p>Independent Judgement</p> <p>Ensures mail operations in accordance with standard practice or established procedure (e.g., Canada Post/region regulations, policies and procedures). Exercises judgement when establishing efficient mail handling processes throughout the region.</p>	<p style="text-align: center;"><u>3.5</u></p>
<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 style="text-align: center;"><u>3.0</u></p>

Impact of Action	Degree
<p>Coordinates centralized mail services as required by the region. Lost or delayed mail may delay succeeding services and cause embarrassment and inconvenience to clients/patients/residents and other departments/agencies.</p> <p>Incorrect billing due to inaccurate record keeping may result in complaints and lost financial recoveries.</p>	<u>2.0</u>
<p>Leadership and/or Supervision</p> <p>Provides limited direction to the mail room staff by assigning work, checking results, and controlling costs.</p> <p>Schedules and replaces staff.</p>	<u>3.0</u>
<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>	<u>1.5</u>
<p>Sensory Demands</p> <p>Regular sensory effort scheduling staff, listening to staff, sorting mail, metering mail, processing department charges and computer work.</p>	<u>2.0</u>
<p>Environment</p> <p>Occasional minor exposure to interruptions, dust, travel, and unpredictable weights.</p>	<u>2.0</u>