


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>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>124</u></p>
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<p>Decision Making</p> <p>Receives and distributes mail according to Canada Post regulations. May make decisions associated with sequence of mailing activities. Makes operating decisions such as the appropriate mail service method.</p>	<p>Degree</p> <p style="text-align: center;"><u>2.0</u></p>
<p>Education</p> <p>Grade 10.</p>	<p style="text-align: center;"><u>1.0</u></p>
<p>Experience</p> <p>No previous experience. Three (3) months on the job to become familiar with postal procedures and region/facility/department policies and procedures.</p>	<p style="text-align: center;"><u>1.0</u></p>
<p>Independent Judgement</p> <p>Uses choice of action when metering mail or selecting appropriate service. Determines appropriate mail service methods according to the standard practices and established procedure of Canada Post.</p>	<p style="text-align: center;"><u>2.5</u></p>
<p>Working Relationships</p> <p>Requires courtesy and tact when discussing the best shipping methods with facility staff. Has contact with Canada Post and couriers requiring courtesy and cheerfulness.</p>	<p style="text-align: center;"><u>2.0</u></p>

Impact of Action	Degree
<p>Provides mail services within established time and service requirements to meet quality and service requirements.</p> <p>Lost or misdirected mail may result in minor delays or require the work of others to trace. Misjudgement on appropriate mail service methods may result in a small monetary loss.</p>	<u>1.0</u>
Leadership and/or Supervision <p>Provides orientation to staff and provides general information/assistance to mail users.</p>	<u>1.0</u>
Physical Demands <p>Regular physical effort standing with accurate coordination required for sorting and computer work.</p>	<u>2.0</u>
Sensory Demands <p>Regular sensory effort sorting mail, metering mail, processing department charges and computer work.</p>	<u>2.0</u>
Environment <p>Occasional exposure to minor disagreeable conditions such as sterile sharps, paper dust, and verbal abuse.</p>	<u>2.0</u>