



Provincial Job Description

TITLE:
(112) Senior Postal Clerk

PAY BAND:
10

FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinates centralized mail operations at multiple sites in accordance with internal and external regulations and protocols.

QUALIFICATIONS:

- ◆ Grade 12

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Basic keyboarding skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Ability to work independently
- ◆ Leadership skills
- ◆ Valid driver's license

EXPERIENCE:

- ◆ Previous: Twenty-four (24) months previous related mail experience.

KEY ACTIVITIES:

A. Centralized Mail Service

- ◆ **Receives all outgoing mail.**
- ◆ **Meters all outgoing mail and ensures processing completed to meet timelines established by Canada Post regarding their pick up times.**
- ◆ **Maintains accurate reference material (e.g., Canada Post Guides, postage pricing lists, department/staff locations, re-address files and labels for forwarding mail, mail box lists).**
- ◆ **Maintains mailboxes (e.g., assigns, provides keys, completes required documentation).**
- ◆ **Prepares, maintains and distributes current list of physician mailing addresses.**
- ◆ **Tracks improperly addressed mail.**
- ◆ **Maintains postage accounts (e.g., physician offices that use services).**
- ◆ **Prepares monthly billings (e.g., postage, mailbox rentals, Canada Post accounts).**

B. Regional Courier Distribution System

- ◆ **Ensures availability of suitable containers.**
- ◆ **Labels containers.**
- ◆ **Establishes arrival / departure times of courier to coordinate and meet needs.**
- ◆ **Monitors volumes and arranges for additional runs.**

C. Administration / Coordination

- ◆ **Provides guidance, coordinates/prioritizes workload and schedules staff.**
- ◆ **Provides input into staffing, performance evaluations and performance reviews.**
- ◆ **Provides orientation and training to new employees.**
- ◆ **Communicates with mailroom staff at other sites.**
- ◆ **Designs/prepares forms required for operation of the mailroom(s).**
- ◆ **Provides input regarding capital budget items.**
- ◆ **Analyzes current procedures, makes recommendations to manager for more efficient processes, implements the approved processes.**
- ◆ **Communicates with outside agencies and other facilities (e.g., mailroom equipment suppliers, Canada Post Corporation, couriers, patients and patients' families).**

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