



Provincial Job Description

TITLE:
(112) Senior Postal Clerk

PAY BAND:
10

FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises centralized mail operations at multiple sites throughout the region in accordance with internal and external (e.g., Canada Post) regulations and protocols.

QUALIFICATIONS:

- ◆ Grade 12

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Basic keyboarding skills
- ◆ Interpersonal, organizational and communication skills
- ◆ Ability to work independently
- ◆ Leadership skills
- ◆ Valid drivers license

EXPERIENCE:

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

KEY ACTIVITIES:

A. Centralized Mail Service

- ◆ **Receives all outgoing mail from within the region.**
- ◆ **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 and maintains current list of district physician mailing addresses and distributes within the district.**
- ◆ **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 of region.**
- ◆ **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 regions/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.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: June 26, 2005

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