


## Job Evaluation Rating Documentation

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Senior Postal Clerk</u></p> <p><b>Date</b> <u>October, 2000</u></p> <p><b>Revised Date</b> <u>2004</u></p> <p><b>Revised Date</b> _____</p>	<p><b>Code</b></p> <p><u>112</u></p>
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<p><b>Decision Making</b></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><b>Degree</b></p> <p><u>3.0</u></p>
<p><b>Education</b></p> <p>Grade 12.</p>	<p><u>2.0</u></p>
<p><b>Experience</b></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><u>6.0</u></p>
<p><b>Independent Judgement</b></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><u>3.5</u></p>
<p><b>Working Relationships</b></p> <p>Requires appropriate tact when communicating with other departments and outside agencies. Uses discretion when tracking/rerouting mail for discharged patients.</p>	<p><u>3.0</u></p>

<b>Impact of Action</b>	<b>Degree</b>
<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><b>Leadership and/or Supervision</b></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><b>Physical Demands</b></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><b>Sensory Demands</b></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><b>Environment</b></p> <p>Occasional minor exposure to interruptions, dust, travel, and unpredictable weights.</p>	<u>2.0</u>