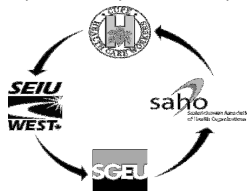


Job Evaluation Rating Documentation

<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><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><u>2.0</u></p>
<p>Education</p> <p>Grade 10.</p>	<p><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><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><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><u>2.0</u></p>

Impact of Action	Degree
Provides mail services within established time and service requirements to meet quality and service requirements. 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.	<u>1.0</u>
Leadership and/or Supervision May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.	<u>1.0</u>
Physical Demands Regular physical effort standing with accurate coordination required for sorting and computer work.	<u>2.0</u>
Sensory Demands Regular sensory effort sorting mail, metering mail, processing department charges and computer work.	<u>2.0</u>
Environment Occasional exposure to minor disagreeable conditions such as sterile sharps, paper dust, and verbal abuse.	<u>2.0</u>