


# Job Evaluation Rating Document

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>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> <u>January 15, 2020</u></p>	<p><b>Code</b></p> <hr style="border: 0; border-top: 1px solid black;"/> <p style="text-align: center;">124</p>
--	--	---

<p><b>Decision Making</b></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><b>Degree</b></p> <hr style="border: 0; border-top: 1px solid black;"/> <p style="text-align: center;">2.0</p>
--	---

<p><b>Education</b></p> <p>Grade 10.</p>	<p><b>Degree</b></p> <hr style="border: 0; border-top: 1px solid black;"/> <p style="text-align: center;">1.0</p>
--	---

<p><b>Experience</b></p> <p>No previous experience. Three (3) months on the job to become familiar with postal procedures and department policies and procedures.</p>	<p><b>Degree</b></p> <hr style="border: 0; border-top: 1px solid black;"/> <p style="text-align: center;">1.0</p>
---	---

<p><b>Independent Judgement</b></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><b>Degree</b></p> <hr style="border: 0; border-top: 1px solid black;"/> <p style="text-align: center;">2.5</p>
---	---

<p><b>Working Relationships</b></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><b>Degree</b></p> <hr style="border: 0; border-top: 1px solid black;"/> <p style="text-align: center;">2.0</p>
---	---

**Job Title**

Postal Clerk

**Code**

124

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