

# JOB DESCRIPTION

## Benchmark Job #105

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Ministry: Finance and Corporate Relations  
Branch: Postal Services  
Location: Prince George

Working Title:  
Level:  
Classification:

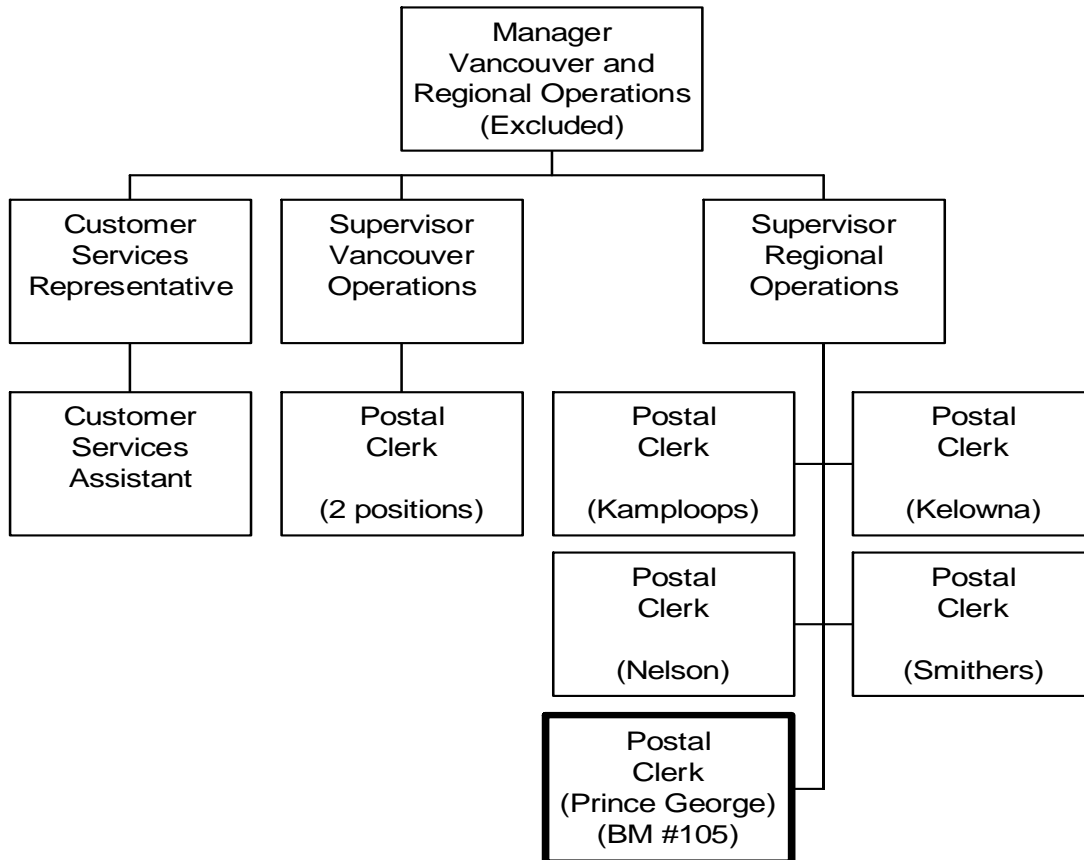
**Postal Clerk**  
Range 9  
Clerk Postal

### PRIMARY FUNCTION

To process mail in a regional postal office destined to and from the Postal Services Branch for delivery to provincial offices throughout BC and delivery through Canada Post Office.

### JOB DUTIES AND TASKS

1. Receives, sorts, classifies, and delivers mail
  - a. sorts incoming and outgoing mail by Ministry, division, branch and street address
  - b. classifies mail by category according to priority, cost factors, destination
  - c. classifies mail for special services such as special delivery, registered mail, priority mail, rush delivery, and courier services
  - d. selects courier service according to cost effectiveness and efficiency; instructs courier company regarding requests
  - e. breaks down outgoing mail according to destination
  - f. delivers and picks up provincial government mail using a postal vehicle
  - g. operates various postal machines such as postal meters and scales
  - h. answers enquiries from customers on services available, postal routes, rates, and couriered mail; explains delays, mailing procedures and practices, and best mailing methods to customers
  - i. reschedules route as customers are added or deleted
2. Performs other related duties
  - a. verifies mail dockets
  - b. maintains logs of postage meter use, registered mail, and priority mail
  - c. requisitions postal metre cheques from program funds to purchase postage from Post Office
  - d. completes waybills
  - e. arranges maintenance of postal truck and rental replacement
  - f. provides formal training to auxiliary employees on postal operations
  - g. lifts and carries mail bags



## REASON FOR CLASSIFICATION

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Job Title: Postal Clerk

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b>            Know a variety of job functions and operations and how they relate to postal services to sort, classify, and deliver incoming/outgoing mail, schedule and reschedule mail routes and determine best mailing methods.</p>	C	60
2	<p><b>MENTAL DEMANDS</b>            Judgement to recognize known differences and determine the priority of tasks to classify mail by category and for special services, select best and most cost effective courier service and reschedule route as customers are added or deleted.</p>	C	60
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b>            Discretion required to exchange information needing an explanation when dealing with customers on best mailing methods and rescheduling of routes.</p>	C	30
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b>            Moderate coordination and dexterity required to drive vehicle to transport mail.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b>            Guided by specific procedures, select a course of action to complete assignments using previous instruction to provide a government postal service, sort and classify mail by category and for special services, select best courier service and most cost effective mailing method, and transport mail in assigned area.</p>	C	50
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b>            Some financial responsibility to requisition metre cheques to purchase postage from Post Office from program funds.</p>	C	15
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b>            Moderate responsibility to operate light vehicle to deliver and pick up mail.</p>	C	15

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to provide formal training to auxiliary employees on postal operations.	B	9
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Moderate care and attention to drive a postal truck as a designated driver to deliver government mail.	C	15
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently visually sort incoming and outgoing mail.	C	12
11	<b>PHYSICAL EFFORT</b> Heavy physical effort to regularly lift and carry heavy mail bags.	E	24
12	<b>SURROUNDINGS</b> Exposure to all weather conditions with shelter available, frequently, while delivering mail.	C	6
13	<b>HAZARDS</b> Moderate exposure to hazards from frequently driving to deliver mail.	C	6

**Total Points: 317**

**Level: Range 9**