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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Clerical

**Class Series:** Communications

**Grid:** 11

**Class Title:** Clerk III, Postal

### **I. Level Definition**

Positions at this level receive, sort, distribute, pick up and process incoming and outgoing mail, utilizing a postage meter.

### **II. Typical Duties**

1. Processes all outgoing mail utilizing a postage meter.
2. Weighs letters and parcels and affixes proper postage.
3. Receives and sorts incoming mail and parcels.
4. Delivers and picks up items such as mail, parcels, internal correspondence and memos.
5. Records incoming and outgoing registered mail.
6. Parcels and packages articles such as specimens and tape discs for shipping.
7. Copies, distributes and files data.
8. Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 12 and one year's recent related experience or an equivalent combination of education, training and experience.

#### **(2) Skills and Abilities**

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.