
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Communications

Grid: 10

Class Title: Clerk I, Messenger

I. Level Definition

Positions at this level provide pick-up and delivery services.

II. Typical Duties

1. Sorts and distributes incoming mail.
2. Picks up and sorts outgoing mail.
3. Picks up and delivers items such as medical charts, specimens and files.
4. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 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.