



## **JOB DESCRIPTION**

Salary Grade: 3 CUPE 1328
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**Job Title:**  
**Commercial Assessment Clerk**

### **PRIMARY FUNCTION**

The primary function of this job is to identify commercial assessment for pooling purposes and to correct the School Support Conflict List.

### **MAIN RESPONSIBILITIES**

1. Identifies publicly traded corporations that qualify for pooling. Enters property roll number and address on the Corporation School Support Conflict List by:
  - using Street Index Guide to confirm roll number of each listing
  - checking the roll number on the School Support Conflict List to see if the corporation indicated is listed at that address
  - checking lists on the computer terminal for up-to-date information
  - telephoning corporation contact for additional information if School Support List or computer terminal information is incomplete
  - reading other lists to determine pooling eligibility from Standard & Poors, Financial Post and Alpha Corporation file.
2. Prepares a list of all eligible corporations for pooling and submits to Supervisor for review.
3. Completes the appropriate change form for referral to ensure corporations eligible for pooling are processed.
4. Reviews Ministry of Revenue Master File of pooling corporations for Province and TCDSB list of pooling corporations and reports discrepancies to Supervisor.

5. Performs other duties as assigned or required such as providing support to other clerical staff.

**SKILL**

- Grade 12 education or equivalent.
- 6 months to 12 months related experience.

**EFFORT**

- Complexity of the job is to cross check lists and printouts to identify publicly traded corporations and their subsidiaries.
- Visual demand and concentration when checking conflict lists and school support lists.
- Minor physical demand.

**RESPONSIBILITY**

- Decisions in determining best source of information when correcting conflict lists.
- Failure to identify publicly traded corporations for pooling would delay pooling until next Conflict List is produced which would result in lost revenue to **TCDSB**.
- Contacts with Assessment staff in performance of duties; contacts with public to obtain information (i.e. pooling eligibility) to correct Conflict List; contacts with Ministry of Revenue to exchange information.

**WORKING CONDITIONS**

- Noise and odor from cafeteria and open concept work environment.
- Stress from work deadlines.