



Northwest Territories

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GOVERNMENT OF THE NWT	

IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
21-10290	Administrative Assistant	
<i>Department</i>	<i>Division/Region</i>	<i>Location</i>
Municipal and Community Affairs	Community Operations	Yellowknife

PURPOSE OF THE POSITION

(Main reason why the position exists, in what context and why – overall expected end result)

The purpose of this position is to provide administrative and secretarial support to the Community Operations Division in accordance with GNWT acts, regulations, policies and departmental procedures to ensure the smooth flow of business within the Department.

This position also provides administrative support services to the Consumer Affairs Program in accordance with the Consumer Protection Act.

SCOPE

(Describe in what way the position contributes to and impacts on the organization. This includes but is not limited to reporting relationships, contacts, budget, etc. For management positions, indicate the subordinate position(s) through which work is accomplished)

Located in Yellowknife and reporting to the Director, Community Operations the position provides administrative and secretarial support to the Director and nineteen divisional staff. This position is responsible for preparing and processing confidential information within the Division for the Deputy Minister and Cabinet. The improper processing of this information could impact the Department and the Government of the Northwest Territories.

The position also has a direct impact on the ability of business to be able to operate in the NWT and not-for-profit organizations' ability to generate revenue. The position will process over 280 business licenses and 50 lottery licenses. It is the first line of contact for organizations requiring licensing in the NWT. This position is the contact position for the regional officers who issue licenses. This position also process applications for Senior Citizen and Disabled Persons Property Tax Relief, and has a direct impact on individuals.

RESPONSIBILITIES

(Describe major responsibilities and target accomplishments expected of the position. Use main activities to strengthen and help explain the responsibilities – Responsibilities are not a list of duties)

The Administrative Assistant is the sole provider of administrative and secretarial support to the Director and all Divisional staff.

The following is a list of representative activities:

- 1) Formats and produces documents, letters, reports and presentations
- 2) Screens telephone call and visitors and responds to requests for information from staff members as well members of the public
- 3) Coordinates and schedules appointments for meetings, conferences as well as duty travel and accommodation for the Divisional director and managers.
- 4) Maintains divisional leave and attendance records including data entry into Human Resource System.
- 5) Prepares and processes Financial documents, including monitoring of Divisional purchasing cards and contracts.
- 6) Performs Receptionist duties.
- 7) Maintains filing system in accordance with ORCS/ARCS
- 8) Maintains mail log and BF system for items requested from inside and outside the division
- 9) Maintains divisional contracts related to office equipment, supplies and related services within their spending authority.

This Position also develops and maintains mailing lists for Mayors, Chiefs, community and aboriginal governments for use by the entire Department utilizing a database maintained by the Division.

This Position also receives and processes Senior Citizen / Disabled Persons Property Tax Relief applications for one or more Regions.

The following outlines the responsibilities under the Consumer Affairs Program.

1. In support of the Consumer Affairs function, receives applications, and processes licenses, for organizations requiring lottery licences in communities where the regional MACA office has not assumed responsibility or where the organization requires a territorial license in accordance with the *NWT Lotteries Act and Regulations*.

Main Activities:

- Receive and review applications for completeness and obtain further information in accordance with established procedures.
- Administer application files by maintaining appropriate ledgers, preparing licenses, preparing amendments as required, obtaining signatures of signing authority and distributing completed documentation.

- Respond to inquiries in person, in writing, or by phone regarding completing applications.
- Ensure that the statements of account are received after a lottery has been held and forward to the Consumer Affairs Officer
- Provide copies of licenses and amendments issued for all lottery events.
- Receipt fees in accordance with established government procedures.

2. Receives and processes applications submitted by individuals and/or companies wishing to carry on business in the NWT under the *Business Licensing Act*. Receives, evaluates and processes applications submitted by persons/corporations who wish to act as Real Estate Agents or Salespersons.

Main Activities:

- Respond to inquiries in person or by phone regarding requests for assistance in completing applications.
- Receive and review applications for completeness and obtain further information as required.
- Establish and maintain a file for each applicant.
- Maintain a database of all applicants and licensees.
- Ensure renewal notices are forwarded in a timely manner to ensure uninterrupted operations in the NWT.

KNOWLEDGE, SKILLS AND ABILITIES

(Describe the level of knowledge, experience and abilities that are required for satisfactory job performance)

- Knowledge of standard office procedures
- Knowledge of generally acceptable bookkeeping, accounting and financial procedures
- Knowledge of ARCS/ORCS
- Effective communication skills suitable for a public interface government office
- Effective skills in word processing, spreadsheet, data base and presentation programs
- Interpersonal skills suitable for a public interface government office
- Typing speed – 60wpm
- Knowledge of and the ability to interpret and apply legislation and procedures pertinent to Consumer Affairs in order to process applications and evaluate information received from applicants.
- Knowledge of Financial Information System.

TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:

(Identify the way that employees of the GNWT typically attain the above-mentioned KSAs. In addition, any statutory requirements should be identified here.)

Grade 12 plus Secretarial diploma or a combination of business administration course plus 3 years related experience

WORKING CONDITIONS

Working Conditions identify the ***unusual and unavoidable***, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency and duration of occurrence of physical demands, environmental conditions, sensory demands and mental demands.

Physical Demands

(Indicate the nature of unusual and unavoidable physical effort leading to physical fatigue)

Normal Office environment

Environmental Conditions

(Indicate the nature of adverse environmental conditions to which the incumbent is exposed)

Normal Office environment

Sensory Demands

(Indicate the nature of unusual and unavoidable demands on the incumbent's senses in order to make judgments through touch, smell, sight and hearing and judge speed and accuracy)

Normal Office environment

Mental Demands

(Indicate conditions that may lead to mental or emotional fatigue)

Normal Office environment

EXCLUSION/INCLUSION

Section A

- This job should be included in the bargaining unit
- This job should be excluded from the bargaining unit (complete section B)

Section B – Rationale for exclusion from the bargaining unit

(Exclusion from the bargaining unit must meet the conditions outlined in section 306 of the GNWT's Human Resources Manual (HRM). Refer to Section 306 of the GNWT's HRM and outline the reason for the exclusion request below)

Comments: