



IDENTIFICATION

Department	Position Title	
Industry, Tourism & Investment	Area Corporate Services Clerk	
Position Number(s)	Community	Division/Region(s)
00005206	Behchoko	North Slave Region Tłıchų Area

PURPOSE OF THE POSITION

The Area Corporate Services Clerk is responsible for the provision of administrative support to the staff in the North Slave Region's Tłıchų Area office for the Department of Industry, Tourism and Investment (ITI).

SCOPE

The Area Corporate Services Clerk reports to the Tłıchų Area Superintendent in the Tłıchų Area office located in Behchoko, NWT. The Tłıchų Area office is a satellite office of the North Slave regional office of ITI and is responsible for providing programs and services in the Tłıchų area (Behchoko, Whati, Gameti, and Wekweeti).

The Tłıchų office is responsible for the delivery of ITI's programs and services in the areas of Business and Economic Development, Traditional Economy, Parks and Tourism, and corporate and financial services. The Area Corporate Services Clerk provides administrative support to the Tłıchų Area Superintendent and Business Development Officer toward the delivery of ITI's programs. This includes developing correspondence, creating reports, preparation and formatting of briefing notes, organizing and documenting meetings, booking travel, data entry, records management and providing reception services as required.

RESPONSIBILITIES

- 1. Processes financial transactions to ensure finances are maintained in an effective, current and accurate manner and in accordance with legislation, policies and procedures.**
 - Acts as the Tłıchų area contact with the North Slave ITI office;
 - Verifies that all financial transactions comply with financial policies and procedures;

- Advises staff on appropriate financial administrative procedures;
 - Appropriately codes payments as required.
 - Receives, prepares, verifies, codes and processes invoices and payment documents;
 - Responsible for visa reconciliation and data entry;
 - Maintains files for all payment and commitment documents;
 - Liaises with program office concerning receipt of goods or services and payment of invoices; and
 - Monitors expenditures and commitments;
- 2. Assist with the administration and delivery of the departmental programs.**
- Accepts program applications, such as applications for the Support to Entrepreneur and Economic Development (SEED);
 - Does data entry, including scanning and entering applications into department databases, such as The Exceptional Assistant (TEA) and System for Accountability and Management (SAM) programs;
 - Assists clients with the completion of application packages;
 - Maintains and files departmental records; and
 - Acts as the primary contact for parks' contractors during the summer.
- 3. Performs administrative functions and other related duties.**
- Acts as receptionist for the Tłıchǫ Area ITI Office;
 - Answers phone calls and routes them to the appropriate staff or assists with providing information;
 - Greets clients entering the office and assists them with information;
 - Books meetings, assists with logistics, and takes meeting notes;
 - Makes, verifies and processes travel arrangements and claims;
 - Maintains a petty cash fund;
 - Provides word processing and clerical services;
 - Receives, records and distributes all incoming mail and faxes;
 - Manages records and the filing system on behalf of the office.
 - Acts as the coordinator of the Administrative Records Classification System (ARCS) for Finance and Administration records.
 - Acts as the coordinator of Operational records Classification System (ORCS).
 - Assists with the preparation of summary reports and other information requests;
 - Assists with asset management and maintenance for the office, vehicles and territorial park;
 - Assists with advertising and communications within the communities related to ITI programming;
 - Maintains the inventory of office materials and supplies;
 - May be required to provide interpretation assistance; and
 - Performs other related duties as required.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

Travel on small aircraft and on ice roads is required.

Sensory Demands

No unusual demands.

Mental Demands

Travel required four times per year for approximately three days.

Position occasionally deals with client confrontations.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of office administration and accounting principles and procedures
- Ability to maintain a high level of accuracy and attention to detail
- Good accounting skills
- Excellent interpersonal skills
- Ability to communicate with clients in order to gain their compliance with program and application requirements
- Decision making, analytical and problem solving skills
- Effective verbal and listening communications skills
- Very effective organizational skills
- Computer skills including the ability to operate computerized accounting, spreadsheet, database and word processing programs
- Knowledge of government organizations and business environments
- Stress management skills
- Good time management skills
- Ability to work well with others
- Ability to work unsupervised and self-direct
- Ability to maintain confidentiality
- Possesses cultural awareness and sensitivity
- Ability to speak the Tłchq language is preferred
- Possess a valid Class 5 driver's license

Typically, the above qualifications would be attained by:

The incumbent would normally attain the required knowledge and skills through completion of an office procedures and/or general accounting program combined with two years of related administrative experience that includes financial, database, word-processing and spreadsheet experience.

Equivalencies will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) Intermediate (I) Advanced (A)
 - READING COMPREHENSION:
 - Basic (B) Intermediate (I) Advanced (A)
 - WRITING SKILLS:
 - Basic (B) Intermediate (I) Advanced (A)
- French preferred

Aboriginal language: Tlicho

- Required
- Preferred