

IDENTIFICATION

Position Number	Position Title	
82-0647	Facility Administrative Officer	
Department	Division/Region	Location
Justice	Corrections/Fort Smith	River Ridge YOF

PURPOSE OF THE POSITION

The incumbent provides Human Resource, Financial, and Clerical services for the River Ridge Young Offender Facility.

SCOPE

21 full time employees
10-15 casual employees
18-22 Young Offenders
Process all requisitions and LCA's for supplies
Process payments for all invoices
Safeguards and controls the trust accounts -18- 22 residents
Safeguards and controls the Inmate Welfare Account- Range \$ 3000.00 to \$ 6000.00
Safeguards and controls petty cash- \$ 500.00
Limited Spending Authority- O&M- \$ 10,000.00
Limited Sending Authority -Contracts - \$10,000.00

RESPONSIBILITIES

45% 1. Provides Human Resource services and support to all employees within established guidelines.

- Provides information to staff on leave and attendance,
- data enter leave and attendance records,
- monitor and report unusual leave and attendance records,
- maintain leave and attendance files,
- prepare, process and verify casual time sheets, shift differential, overtime, acting pay forms,
- process and verify clearance forms,
- distribution of pay cheques,
- monitors, reviews and analyzes expenditures within the facility including the monthly variance reports,

45% 2. Provide financial services and support to all staff and young offenders within established guidelines.

- Process payment documents according to the Financial Administration Act,
- Administer the resident welfare accounts,
- administer the resident trusts accounts,
- administer petty cash,
- monitor payroll distribution reports,
- administer travel warrants and accommodation warrants,
- process authorized travel claim expense forms,
- verify and process journal vouchers from other departments,
- process requisitions for supplies,
- investigate problematic financial documents,

10% 3. Provide clerical and secretarial services and support within established guidelines.

- Answer the telephone and directs call to the appropriate party,
- monitor incoming and outgoing mail,
- maintain control of all accountable forms,
- update annually inventory of all assets on the Capital Asset Management System (CAMS),
- order and maintain office equipment and supplies as required,
- train a casual administrative clerk as and when required,
- maintain filing system,
- photocopy material as requested,

KNOWLEDGE, SKILLS AND ABILITIES

- strong interpersonal communication skills
- strong problem- solving skills,
- strong time management skills,
- strong verbal and written communication skills,
- sound organizational skills,
- sound knowledge of Government financial policy and procedures,
- ability to work in an automated office environment,
- ability to interpret legislation and the collective agreement,
- understanding of Corrections policy and procedures,
- ability to obtain a class 5 drivers license

TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:

(This is not a standard, but rather a "typical" way of learning the required knowledge, skills and abilities.)

Years of experience do not necessarily directly correlate to years of learning. Experience is one way of learning. It is possible to have ten years of work experience but not have the equivalent amount of learning. It is not what one does that counts, it is what one learns from what one does that counts.

WORKING CONDITIONS**Physical Demands**

	Frequency	Duration	Intensity
As typically associated with an office environment	N/A	N/A	N/A

Environmental Conditions

	Frequency	Duration	Intensity
Exposed to communicable disease	N/A	N/A	Low

Sensory Demands

	Frequency	Duration	Intensity

Mental Demands

	Frequency	Duration	Intensity
1- Verbal abuse (Inmate staff, offenders, and family members).	3x per month	5 minutes	Moderate
2- Risk associated with the fear of being assaulted or taken as hostage.	all day	N/A	Moderate
3- Open Office environment (noise level)	all day	N/A	Low

CERTIFICATION