

**IDENTIFICATION**

Position Number	Position Title	
82-2019	Facility Administration Officer	
Department	Division/Region	Location
Justice	Corrections	<del>Inuvik</del> Ft. Smith

**PURPOSE OF THE POSITION**

The incumbent provides human resource, financial, and clerical services for the ~~Inuvik Young~~ *River Ridge C.F.*  
Offender's Facility.

**SCOPE**

22 full time employees  
10-15 casual employees  
14-20 young offenders

Process all requisitions and LCA's for supplies/purchasing within established guidelines

Process payments for all invoices

Safeguards and controls the trust accounts: 18-24 residents

Safeguards and controls the Inmate Welfare Account - range \$3,000.00 to \$6,000.00

Safeguards and controls petty cash - \$200.00

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Labour Relations and  
Compensation  
FINANCIAL MANAGEMENT  
SERVICES OF LABOUR

**RESPONSIBILITIES**

45% 1. Provides human resource services and support to all employees within established guidelines.

- Provide information to staff on leave and attendance issues;
- Data enters leave ;
- Maintain leave and attendance files;
- Prepare, process & verify casual time sheets, shift differential, overtime, casual staff acting forms, and acting forms;

- 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 inmate welfare accounts;
  - Administer the inmate 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.
  - Required to drive to offsite departments/outlets/agencies to complete various purchasing, payroll, banking, human resource transactions.
- 10% 3. Provide clerical and secretarial services and support within established guidelines.
- Answer the telephone and directs calls 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.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Strong interpersonal communications skills;
- Strong problem-solving skills;
- Strong time management skills;
- Strong verbal and written communication skills;
- Sound organizational skills;
- Sound knowledge of Public Service financial policy and procedures;
- Ability to work in an automated office environment;
- Ability to interpret legislation, collective agreement, policies etc.;
- Class 5 drivers license;

**TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:**

At least 2 years of related experience. (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

**Environmental Conditions**

	Frequency	Duration	Intensity
Exposure to communicable diseases	1-3 times daily	1 hour	Low

**Sensory Demands**

	Frequency	Duration	Intensity
Have to be alert (observing, listening, smelling, hearing)	All day		Moderate

**Mental Demands**

	Frequency	Duration	Intensity
Physical Confrontations (as a threat)	1-3 times daily	5 minutes	High
Work in secure custody	All day		Low
Social impact of work on private life			Low