



## **IDENTIFICATION**

Department		Position Title	
Justice		Administrative Assistant	
Position Number		Community	Division/Region
82-1751		Yellowknife	Corrections / Headquarters

## **PURPOSE OF THE POSITION**

This position exists to provide private and confidential secretarial, administrative and clerical support to the Headquarters Management Team according to established office guidelines and procedures to ensure various issues and information are dealt with in a timely and accurate manner.

## **SCOPE**

This position is located in the Corrections Service Headquarters office. The incumbent reports to the Director and is responsible to provide clerical and administrative support to the Headquarters Management Team. The incumbent is expected to anticipate and prepare for the management teams needs and affairs which require discretion and an understanding of relationships between various correctional facilities, community corrections regions or functions in the organization. The incumbent will prepare financial documentation for an \$800K Headquarters budget; manage correspondence, appointments and schedules while maintaining a general filing system. The incumbent will support the Director in dealing with time sensitive and highly confidential issues.

## **RESPONSIBILITIES**

- 1. Provides full range of secretarial services within departmental guidelines, policies and procedures to ensure that the support activities required for the Corrections Management Team's work are provided without intervention by the Director being necessary;**
  - Organizes and maintains files of division correspondence, records etc., following up on pending matters;
  - Maintains a mail ledger where all incoming mail is recorded and reads and reroutes incoming mail;
  - Maintains BF retrieval system;
  - Reminds the management team of late BF's;
  - Maintains leave and attendance for division;
  - Coordinates Human Resource/Labor Relation documents as needed;
  - Maintains Divisional and governmental manuals;
  - Prepares policy briefing binders as required;
  - Sets priorities with all duties;
  - Prepares financial documents (cheque requisitions, contracts, contribution agreements);
  - Finalizes, posts and communicates the implementation of Directives to Division Managers and HQ staff; and,
  - Makes travel arrangements and prepares financial documents for processing. Liaise with other division staff to coordinate travel plans and meetings.
  
- 2. Composes and operates document processing equipment to produce identification, correspondence, reports, budget submissions, from both handwritten documents and documents provided by staff on the computer;**
  - Coordinates requests and resolves problems related to Division telephones, computers, printers and other electronic equipment;
  - Proofreads and edits correspondence prepared by other members of the Division for the Director, Assistant Deputy Minister and Deputy Minister and Minister's signature;
  - Coordinates mail to and from the Assistant Deputy Minister, Deputy Minister and Minister's office;
  - Provides receptionist services for the Corrections division and backup to other divisions as required;
  - Provides receptionist duties such as answering, screening or re-directing phone calls, letters and/or visitors, answers questions and furnishes information whenever possible to save management team's time; and,

- Provides administrative services within departmental guidelines, policies and procedures to ensure that the management team's time is conserved for management concerns.

**3. Delivers and obtains information from other managers or outside representatives;**

- Organizes and expedites flow of work through the Directors office and initiates follow-up action;
- Communicates instructions to various individuals and/or departments;
- Schedules appointments and coordinates arrangements for meetings and conferences;
- Ensures Division storage and supply rooms are maintained, adequately supplied and organized; and,
- Provides clerical/financial services within GNWT and departmental guidelines, policies and procedures to ensure an organized workflow in the Division.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Strong interpersonal skills;
- Strong typing skills: 60-80 wpm;
- Strong verbal and written communication skills;
- Organization skills;
- Excellent proofreading skills;
- Ability to work with contracts and contracting;
- Knowledge of records management policies & procedures including records standards and classification systems;
- Ability to work in a computerized work environment (word processing and database);
- Ability to work with minimal supervision; and,
- Ability to work in a cross cultural setting.

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

The responsibilities of this position require knowledge of governmental organization, policy and personnel, general office practices and procedures. This level of knowledge is most commonly acquired through a diploma program in secretarial science or equivalent of five years of experience working in a similar position in a public or private sector organization.

This position requires a good deal of independent judgment and discretion enabling the incumbent to work independently under general direction.

Responsibilities require the incumbent to have a minimum of 5 years experience with using word processing, spreadsheet, database and presentation software applications; effective letter writing; dealing with the public; good oral and written communication skills; basic financial, administrative, teambuilding and interpersonal skills.

(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**

	<b>Frequency</b>	<b>Duration</b>	<b>Intensity</b>
Must be able to meet deadlines	Daily	4-5 hours	High

### **Environmental Conditions**

	<b>Frequency</b>	<b>Duration</b>	<b>Intensity</b>
Minimal – general office environment	Daily	7.5 hours	Increases as duration increases

### **Sensory Demands**

	<b>Frequency</b>	<b>Duration</b>	<b>Intensity</b>
Must be alert and attentive to details	Daily	7.5 hours	Medium

### **Mental Demands**

	<b>Frequency</b>	<b>Duration</b>	<b>Intensity</b>
The incumbent may experience moderate levels of mental stress while dealing with team members, and meeting deadlines with accuracy and timeliness. Mental stress prior to and during the Legislative Assembly session requires the incumbent to respond instantly and remain aware of developments.	Once-twice/week	5-15 hours/week	Medium
The incumbent is often faced with frequent periods of shifting priorities, tight deadlines and urgent situations of short duration.	Daily		High