

## IDENTIFICATION

Department	Position Title	
Justice	Administrative Assistant	
Position Number(s)	Community(s)	Division/Region(s)
82-3162	Hay River, NT	Corrections Service

## PURPOSE OF THE POSITION

The Administrative Assistant provides administrative and support services for the Regional Manager – Probation and staff. The incumbent will ensure the ongoing provision and enforcement of policy and services within the Corrections Mission, Vision and Value statement.

## SCOPE

- This position reports to the Regional Manager- Probation Services.
- The position holds VISA purchasing authority to assigned limit.
- Works with manager and staff to ensure compliance with administrative priorities, objectives and financial policies.
- Work is directed by legislation (GNWT Financial Administration Manual, Financial Administration Act, Government Contract Regulations, and Government policies (i.e. Business Incentive Policy), PW&S policies, directives and procedures, Public Service Act, Access to Information Privacy Protection Act); and specific policies (Corrections Service Directives, Code of Ethics, and GNWT Code of Conduct).

## RESPONSIBILITIES

1. Performs general administrative duties.

### **Activities**

- Provides clerical and administrative support to all Probation staff in the South Mackenzie Region
- Answers the telephone.
- Responds to routine public inquiries and directs as appropriate.
- Greets probation clients/individuals upon arrival to the office.
- Operates a PC to produce documents, correspondence and track client files.

- Inputs data via a corrections offender management system (COMS).
- Records and documents appointments and maintain daily logs.
- Files documents as directed.
- Books travel and accommodations for staff.
- Maintain and manage filing system (open and closed files).
- Responsible for enroute booking and payments.
- Responsible for all accounts payable.
- Responsible for Visa purchases and monthly tracking.
- Use of the Financial Information System (FIS)

## **2. Provides financial and administrative support to the Regional Manager, Probation Services.**

- Prepares summary of monthly offender and financial reports for the Manager designed to meet specific needs.
- Assists in preparation of variance reporting and gathers information.
- Ensures the financial reporting and verification is complete.
- Performs financial data entry.
- Initiates tenders for purchases over \$5000 through central contracts, advises management of trends and reports unusual expenditures.
- Provides general purchasing for the facility.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Proven bookkeeping and financial administration skills with the ability to work in an automated office environment.
- Proven verbal, written, and interpersonal communication skills.
- Knowledge of the Financial Administration Act and related policies and procedures.
- Knowledge and understanding of Corrections policy and procedures.
- Knowledge and understanding of Access to Information and Protection of Privacy Act (ATIPPA).
- Knowledge of the accounts payable and receivables functions, reconciliation procedures and internal controls.
- Working knowledge of the Corrections Offender Management Information System (COMS), and FIS financial systems.
- Proven organizational, time management, clerical and keyboarding skills.
- Knowledge of MS Operating Systems, MS Office, Internet, Email applications, and automated accounting/financial systems and software.

## **Typically, the above qualifications would be attained by:**

Typically, the above qualifications would be obtained through completion of Grade 12 with completion of entry level accounting courses and two years of directly related experience in an administrative/finance role in a computerized environment.

A class 5 driver's license is required to perform the duties of the position. Knowledge of the GNWT Financial Information System and awareness of cultural diversity, specifically, northern Aboriginal traditions and values would be an asset.

### **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.)

#### **Physical Demands**

No unusual physical demands.

#### **Environmental Conditions**

Minimal – general office environment. Possible exposure to communicable diseases.

#### **Sensory Demands**

No unusual physical demands.

#### **Mental Demands**

The incumbent works in a general office environment. Incumbent will be first point of contact to clients and general public and may be perceived as an authoritative influence by other community members and subject to verbal abuse from irate inmates, inmate family members and others. Incumbent may be subject to unplanned community contacts from hostile clients or family members during off duty hours.

### **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