

IDENTIFICATION

Department	Position Title	
JUSTICE	DIVISIONAL SECRETARY	
Position Number(s)	Community	Division/Region(s)
82-3768	LEGISLATION	YELLOWKNIFE

PURPOSE OF THE POSITION

Reporting to the Director, the Divisional Secretary provides the Director and four legislative counsel of Legislation Division with legislative secretarial and administrative support services.

SCOPE

This position is located in Yellowknife and reports to the Director, Legislation Division. The position supports the Director and legislative counsel by inputting and formatting the English version of bills, motions, regulations, statutory instruments and non-statutory instruments according to instructions from counsel, by maintaining file directories for legislative instruments in an organized fashion, and by overseeing file management and providing a variety of other secretarial and administrative functions. As work is assigned from different sources, often with competing priorities, it is important that the incumbent be very organized and have the ability to work well under pressure.

RESPONSIBILITIES

1. Performs legislative secretarial duties:

- Sets up and keyboards bills, motions, regulations, statutory instruments and non-statutory instruments based on established style using WordPerfect software and in a manner that adheres to the precise format of each type of instrument;
- Types and proofreads correspondence for the Director and legislative counsel;
- Drafts and proofreads cover letters to Ministers in relation to bills, regulations, statutory instruments and non-statutory instruments;
- Maintains efficient computer file directories for legislative instruments using an established document management system;
- Maintains hard-copy files of bills before the Legislative Assembly;

2. Performs administrative functions:

- Opens new legislative drafting working files as requested by Director and legislative counsel;
- Organizes working files for closing and maintains a complex directory of closed files;
- Participates in the delivery and pick-up of legislative instruments;
- Opens and maintains administrative files of the Division;
- Receives and distributes all incoming mail;
- Acts as receptionist for the Division;
- Maintains inventory of supplies for the Division and arranges for requisitions (through SAM) or purchases of supplies;
- Arranges Xerox machine maintenance;
- Maintains Purchasing Card transaction log accurately.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong attention to detail and high level of accuracy
- Excellent keyboarding skills (60 wpm with accuracy)
- Excellent time management and prioritization skills
- Excellent interpersonal skills and the ability to work well in a team
- Excellent proofreading skills
- Strong verbal and written communication skills
- Ability to work under pressure and adapt to changes in priorities
- Knowledge of legislative process considered an asset

Typically, the above qualifications would be attained by:

Legal Secretarial Certificate with 2 years experience OR three to five years progressive secretarial experience in a legal office environment.

WORKING CONDITIONS

Physical Demands

Long periods of computer work

Environmental Conditions

No unusual conditions

Sensory Demands

No unusual conditions

Mental Demands

As work is assigned from different sources, deadlines are conflicting and this position must deal with the stress.

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

