



IDENTIFICATION

Department	Position Title	
Legislative Assembly	Sessional Chamber Supervisor	
Position Number	Community	Division/Region
12-12490	Yellowknife	House and Journal Services

PURPOSE OF THE POSITION

The Sessional Chamber Supervision is a seasonal position, who provides administrative, clerical, secretarial and document management support to the Office of the Clerk during sittings of the Legislative Assembly. The incumbent assists in the production distribution and recording of House records and provides relief secretarial and receptionist services to all sections of the Assembly when required.

SCOPE

The Legislative Assembly is one of the three distinct and autonomous branches of the Government of the Northwest Territories (Legislative, Executive and Judicial). As such, it operates with autonomy and independence from Cabinet direction and the public service at large. This independence is critical to the mandate of the Legislative Assembly to analyze, recommend amendments to and approve legislation and budgets proposed by cabinet. This also includes monitoring, assessing and critiquing the activities and performance of the executive branch. This function is therefore critical to ensuring there is a forum to ensure the Northwest Territories (NWT) has a responsible parliamentary democracy.

Located in Yellowknife and reporting to the Manager of House and Journal Services, the Sessional Chamber Supervisor assists in carrying out the direction provided by the Speaker, Board of Management, and Clerk of the Legislative Assembly. The position ensures that their direction is carried out in accordance with the established rules, policies, and procedures inherent to the Legislature.

The Sessional Chamber Supervisor plays a key role in many facets of the operations of the Office of the Clerk. In particular, the duties related to the Assembly's Chamber and the official House documents are of keen interest and importance to the 19 Members of the Legislature, the public,



Assembly and GNWT employees and a wide mix of political observers.

RESPONSIBILITIES

1. Provide administrative and document management supports to the Office of the Clerk during sittings of the Legislature to ensure timely, accurate and professional responses to clients' needs.

- Coordinates Chamber operations and the flow of sessional documents and Chamber records;
- Provide documents processed by the House to the Legislative Library and NWT Archives;
- Coordinate the collection of highly confidential and sensitive materials for delivery to the House;
- Ensure all sessional documents are available for Members, staff and contractors by print or digital copy;
- Maintain digital records in the Assembly's Moodle platform;
- Assist in the production and distribution of the daily Sessional Orders Paper, and the Status of Bills Summary;
- Edit and format Votes and Proceedings, the Assembly's official record of House proceedings, for the Clerk and the Speaker, and subsequently coordinates French translation and transmittal to Public Affairs for the Assembly's website;
- Upload official House documents to the Legislative Assembly Information Repository;
- Maintain and inventory supplies required for the Chamber;
- Ensures the Chamber is prepared for Members' daily meetings;
- Provide secretarial/clerical/reception services; and,
- Direct calls and visitors to appropriate staff.

WORKING CONDITIONS

Physical Demands

Sit at a computer for extended periods of time.

Review, update and distribute Chamber, Legislation and House Documents under tight timelines can be physically and mentally exhausting.

Environmental Conditions

No unusual conditions.



Sensory Demands

Need for concentration and attention to detail to ensure accuracy in a very fast-paced environment.

Mental Demands

During periods where the Legislative Assembly is in Session (approximately 50 to 75 days per calendar year), priorities shift under tight deadlines. Working hours during Session may vary from day to day, depending on operational needs and the incumbent will be required to work extended hours, or work through regularly scheduled break periods, on short notice. Maintaining the Chamber, Legislation and House Documents under tight timelines can be physically and mentally exhausting.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of secretarial, office administration and document management procedures/policies;
- Knowledge of and ability to use a variety of computer software including Microsoft Office, Adobe Acrobat, HTML and various databases;
- Knowledge of the English language and the ability to proofread for spelling and grammar;
- Knowledge of records management policies and procedures including records disposition, records standards and records classification systems;
- Knowledge of and ability to use standard office equipment;
- Ability to deal effectively and tactfully with all levels of government and non-governmental agencies and individuals on matters of a sensitive or politicized nature;
- Ability to work in a cross-cultural setting;
- Ability to multitask in a fast paced environment;
- Ability to organize self to ensure efficiency and meet deadlines;
- Ability to communicate effectively both in written form and verbally at all levels;
- Ability to work effectively in a team and independently;
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Completion of a Business Administration/Executive Secretary diploma, or minimum of three (3) years' experience in a similar role.

Equivalent combinations of education and experience will be considered.



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

French language (check one if applicable)

- French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) Intermediate (I) Advanced (A)
 - READING COMPREHENSION:
 - Basic (B) Intermediate (I) Advanced (A)
 - WRITING SKILLS:
 - Basic (B) Intermediate (I) Advanced (A)
- French preferred

Indigenous language: Select language

- Required
- Preferred