



IDENTIFICATION

Department	Position Title	
Finance	Administrative Assistant, Liquor and Cannabis Policy and Legislation	
Position Number	Community	Division/Region
15-2066	Hay River	Northwest Territories Liquor and Cannabis Commission (NTLCC)

PURPOSE OF THE POSITION

The Administrative Assistant, Liquor and Cannabis Policy and Legislation (Administrative Assistant) provides administrative and operational support to the Assistant Director, Liquor and Cannabis Policy and Legislation, and contributes to the efficient functioning of the Policy and Legislation Unit. The position also provides day-to-day administrative support to the Registrar and Chief Inspector on assigned files, as approved by the Assistant Director.

The incumbent additionally serves as a liquor Special Occasion Permit Issuer, ensuring timely and accurate processing of liquor permit applications, associated documentation, and financial transactions.

SCOPE

Reporting to the Assistant Director, and located in Hay River, the Administrative Assistant serves as the primary administrative support for the Liquor and Cannabis Policy and Legislation Unit. The position assists the Assistant Director, Registrar, and Chief Inspector with administrative coordination, information management, correspondence, tracking systems, and customer service.

The position also processes liquor Special Occasion Permits under delegated authority from the Registrar and provides ongoing administrative assistance, guidance, and information to permit applicants across the Northwest Territories.

The Policy and Legislation Unit is responsible for developing, maintaining, and administering the legislation, policies, and operational standards that support the licensing, permitting, and enforcement functions of the Northwest Territories Liquor and Cannabis Commission (NTLCC).



The Administrative Assistant contributes to the Unit's efficiency, credibility, and service standards by ensuring that administrative, financial, and permit-related processes are completed accurately, consistently, and in compliance with legislation and established procedures. Confidentiality, accuracy, and professional communication are essential to the position.

RESPONSIBILITIES

1. Provides administrative support to ensure effective and efficient operation of the Liquor & Cannabis Policy and Legislation unit.

- Receives and manages telephone, email, and in-person inquiries, providing accurate information or directing the request to the appropriate staff member.
- Maintains and updates contact lists, distribution lists, and general correspondence records.
- Administers license renewal notices and invoices.
- Maintains a Bring Forward (BF) and tracking system for correspondence, reports, and documents to ensure timely follow-up and completion.
- Manages electronic workflows and filing within the unit to support timely completion of work.
- Provides general program support to the Registrar and Chief Inspector on assigned files.

2. Assists with Financial Administration

- Verifies records submitted by contractors and reconciles them prior to forwarding for payment.
- Monitors contractor payments to ensure compliance with contracts terms.
- Verifies and accurately codes invoices before submitting for payment.
- Ensures that license and permit fees are received in full and on time; follows up on discrepancies or outstanding amounts.
- Maintains a record of all payments received from license holders and permit issuers and submits them for deposit.
- Maintains financial files, records and sufficient supplies for the Unit operations.
- Verifies travel claims for Unit staff, and Inspectors.

3. Assist the Assistant Director in maintaining records, statistics, and information systems to support program operations:

- Assists the Assistant Director in developing and maintaining administrative systems for records, statistics, and information management for the Unit.
- Coordinates with the Registrar and Chief Inspector to confirm that licensing, permitting, and enforcement data are kept current and submitted in accordance with established standards.
- Maintains records and electronic filing systems in accordance with the ARCS and ORCS requirements.



- Ensures licensing and enforcement databases are updated to support accurate and timely information-sharing across the Unit.
- 4. Serve as a Special Occasion Permit Issuer under delegated authority from the Registrar:**
- Accepts, reviews, and approves applications for Special Occasion Permits when delegated authority is provided.
 - Assists applicants in completing permit applications and ensures applications meet legislative and regulatory requirements.
 - Issues Special Occasion Permits once eligibility and documentation requirements are satisfied.
 - Provide accurate, plain-language information to applicants regarding permit requirements.
- 5. Cross-training and Coverage**
- Participates in cross-training with the Director's Administrative Assistant to understand each other's responsibilities so they can provide coverage during absences.
 - Provides short-term coverage for routine administrative tasks performed by the Director's Administrative Assistant, following established procedures.
 - Keeps clear notes, organized files, and simple handover information to support smooth transitions when coverage is required.
 - Maintains general awareness of key Commission activities and schedules to ensure effective support when filling in.

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual demands

Sensory Demands

No unusual demands

Mental Demands

No unusual demands



KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand Liquor and Cannabis Product legislation as they apply to administrative and permitting functions.
- Knowledge of administrative procedures, financial processing, and record management.
- Ability to communicate clearly and professionally, both orally and in writing, with the public and stakeholders.
- Interpersonal skills and ability to provide customer service in a respectful and culturally sensitive manner.
- Ability to work independently, prioritize competing deadlines, and maintain accuracy in a fast-paced environment.
- Organizational and time-management skills.
- Knowledge of computerized accounting systems and financial procedures.
- Skilled in office technology including MS Office, email, databases, and digital filing systems.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- 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:

An administration diploma and two (2) years of relevant administrative experience.

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