



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Licencing and Administration Clerk	
Position Number	Community	Division/Region
210954	Yellowknife	North Slave Region

## PURPOSE OF THE POSITION

The Administrative Clerk provides licencing, administrative and support services and records vendor returns in the licencing information system for the North Slave region.

## SCOPE

Located in Yellowknife and directly reporting to the Regional Manager, Finance and Administration (Manager), the Licencing and Administration Clerk is responsible for issuing all accountable forms including hunting and fishing licenses, permits, wildlife tags and maintaining vendor files, maintaining inventory of all accountable forms, maintaining cash control and petty cash systems, and performing administrative functions.

This position carries out its responsibilities in accordance with GNWT acts and regulations, that may include the *Financial Administration Act (FAA)*, *Public Land Act*, *Wildlife Act*, *Forest Management Act* and associated regulations. The incumbent also works within a policy framework, including the Financial Administration Manual, Human Resource Manual, Government Contract Regulations, Business Incentive Policy, Land Pricing Policy, Land Lease Only Policy, the Recreational Leasing Management Framework and various other GNWT policies.

## RESPONSIBILITIES

- 1. Act as the departmental contact for vendors of permits, licenses, and tags to ensure procedures are followed and all forms are accounted for:**
  - Receives requests for vendor licenses and registers vendors.
  - Prepares vendor agreements for the sale of licenses and permits.
  - Maintains a spreadsheet of vendors to reconcile licenses and tags issued.



- Instructs vendors on proper procedures for issuing licenses and tags, accounting procedures and completion and submission of vendor returns.
- Supplies vendors with information packages concerning licenses and tags.
- Verifies vendor returns for completeness, accuracy, and remittance of applicable fees.
- Initiates contact with vendors when corrective action is required.
- Prepares documentation and calculates commissions payable to each vendor.
- Verifies that all licenses are complete and correct.
- Enters all vendor returns and documents into the licensing system.
- Reviews batch edits of vendor returns and correcting any identified errors.
- Initiates journal or adjusting vouchers for the financial system to correct coding errors after entries have been posted.

## **2. Issues Licences under the authority of Acts and Regulations**

- Is the regional point of contact for the Electronic Licencing Program (ELP), e-services and the Fur Hharvesters Program.
- Acts as the regional trainer for the ELP.
- Issues sport fishing and sport hunting licenses, tags, and tag receipts to vendors.
- Assist the public in filling out applications for licences and permits.
- Prepares licences and permits and verifies eligibility of applicants.
- Prepares licences and permits in preparation for approval from the appropriate authority.

## **3. Maintains the region's inventory of licenses, permits, tags, fur cheques, and other assets (including all accountable forms):**

- Maintains an inventory of all licenses, permits, cheques and purchase documents which are accountable as per *FAA* Financial Regulations.
- Ensures inventory records are current.
- Prepares annual orders for replenishing the region's supply of license, permits, tags, and fur cheques.
- Maintains the licensing files and accounting for license vendors.
- Ensures proper recording of unused forms returned by vendors and obtaining authority for the destruction of same.

## **4. Maintains a cash control system:**

- Receives public monies from debtors, suppliers and contractors and provides receipts.
- Conducts daily reconciliations of cash receipts to verify payments.
- Receives and verifies receipts from staff.
- Accounts for Petty Cash if needed.

## **5. Assists with the Administration of the Fur Pricing Program:**

- Prepares pre-paid vouchers for all Promissory Notes.
- After a fur sale, enters regular vouchers for all Fur payments using data from the fur sale.



- Maintains files for all trappers.
- Assists with manually applying Regular vouchers to Pre-paid vouchers.

**6. Performs other administrative functions:**

- Acts as the primary receptionist, transmitting telephone calls, answering inquiries and directing calls and visitors to appropriate staff.
- Assists the Superintendent and Managers in formatting of letters.
- Receives and distributes all incoming mail, including picking up mail at the post office on a daily basis where necessary.
- Assists staff with travel arrangements when required.
- Assists program staff with entering travel into the financial system, if required.
- Assists as the coordinator of the Administrative Records Classification System (ARCS) for Finance and Administration records.
- Assists in the coordination and maintenance the Operational Records Classification System (ORCS).
- Organize and maintain office supplies inventory, including purchasing of supplies.
- Arrange for maintenance, upkeep and the surplus of office equipment.
- Work with Managers of enforcement officers to organize annual uniform order, receives and distributes uniform orders to enforcement officers.

**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**

- Knowledge of office administration and accounting procedures.
- Knowledge of administrative policies and practices.
- Familiarity with the issuance of permits, licenses and tags.
- Effective interpersonal skills.
- Proficient knowledge of Generally Accepted Accounting Principles (GAAP) and skills.
- Effective verbal and listening communication skills.



- Attention to detail and high level of accuracy.
- Effective organizational skills.
- Computer skills including the ability to operate spreadsheet and word- processing programs.
- Proven time management skills.
- Ability to work well with others.
- Ability to interpret legislation.
- Ability to gain knowledge of programs delivered by the department.
- 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:**

Grade 12 diploma, with office procedures and/or general accounting coursework combined and one year of related administrative experience.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

Possess a valid Class 5 driver's license and be willing and able to drive in all safe weather conditions.

**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