Government of
Northwest Territories

IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Database Clerk	
Position Number	**Community**	**Division/Region**
23-14815	Yellowknife	Environmental Protection & Waste Management

PURPOSE OF THE POSITION

The Database Clerk is responsible for the accurate and timely entry of all data into the department's Hazardous Waste, Spills, and Contaminated Sites databases and provides administrative support while maintaining inventories, tracking, monitoring and response to Hazardous Waste incidents.

SCOPE

Based in Yellowknife and reporting to the Divisional Office Manager, the Database Clerk works in the Environmental Protection and Waste Management Division and is responsible for maintaining the accuracy and relevance of the Hazardous Materials Spills and Contaminated Sites databases through time-sensitive and error-free updating and entry of new information. The position also provides administrative support which includes monitoring leave and attendance reports, answering phones, greeting the public, file management including the inventory and disposal of files.

By ensuring an accurate and up-to-date database, the Database Clerk supports effective decision making, monitoring of incidents and trend and pattern analysis. The work of the Database Clerk has a direct impact on the quality of the information extracted from the database.

RESPONSIBILITIES

1. **Ensures the accurate and timely entry of data into the Hazardous Materials Spills database.**
   - Enters data into the Environmental Protection & Waste Management Division Hazardous Materials Spills, and Contaminated Sites databases.

- Verifies accuracy of data entered.

2. **Ensures that all data supplied is entered in a timely manner.**
   - Maintains documents (paper or electronic) used to support entries into the database as required.
   - Prepares basic searches of the database information.
   - Ensures the integrity of database entry through spot checks of entries. and records are maintained of entry documents
   - Providing support as requested by assisting with data input into other electronic database systems (i.e., hazardous waste generators, receivers, carriers, spill contingency plans).

3. **Provides administrative support to Environmental Protection & Waste Management Division.**
   - Monitors leave and attendance records
   - Answers phones
   - Greets the public
   - Inventories and disposes of files
   - Manages and maintains resource and publication inventory.
   - Ensures that documents are filed properly, to avoid loss of information and so they may be retrieved quickly when needed.
   - Creates new files and closing old ones.
   - Updates the list of files in use.
   - Retrieves and controls access to files.
   - Ensures the security and confidentiality of the Division's records and files whether electronic or hard copy.

4. **Maintain qualifications in technical and administrative areas by attending and completing seminars, training and other professional development opportunities as assigned.**

WORKING CONDITIONS

Physical Demands

No unusual physical demands.

Environmental Conditions

No unusual environmental conditions.

Sensory Demands

Focused attention to detail during entry of data is required at all times.

Mental Demands

No unusual mental demands.

KNOWLEDGE, SKILLS AND ABILITIES
- Demonstrates proficiency in use of word processing and database/spreadsheet software.
- Ability to concentrate on a task for an extended period of time.
- Ability to work effectively in a team environment.
- Solid communication skills to share concerns with data.
- Strong keyboarding skills with speed and accuracy.
- Problem solving skills to identify anomalies in data to be entered
- Able to work under pressure.
- Able to work with limited supervision.
- 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:

A grade twelve diploma, and 6 months of work 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