



IDENTIFICATION

Department	Position Title	
Infrastructure	Administrative Assistant	
Position Number	Community	Division/Region
33-1013	Fort Smith	South Slave

PURPOSE OF THE POSITION

The Administrative Assistant provides secretarial and clerical support to the Fort Smith Regional Office. These services are in accordance with Government of the Northwest Territories (GNWT) and Departmental procedures and standards, and are carried out in a confidential manner, to contribute to the effective operations of the region.

SCOPE

The Administrative Assistant is located in Fort Smith and reports to the Senior Finance Officer. This position provides secretarial and clerical support to the Senior Finance Officer as well as most positions in the Fort Smith Office; Facilities and Maintenance Coordinator, two Project Officers, Maintenance Administrator,, Procurement Specialist and Contracts Administrator, as required.

The incumbent ensures that all written documentation leaving the Regional Office conforms to departmental and/or government formats, policies and procedures. In addition, the incumbent is often the first point of contact for individuals attempting to contact the Senior Finance Officer and others in the office and often deals with individuals, either by phone or in person, from within the GNWT, the communities, land claimant groups, private enterprise, outside agencies and the general public.

The Regional Secretary often works within established procedures and ensures that deadlines are met, output is quality controlled and staff is adequately supported. The incumbent handles and is exposed to a variety of confidential and sensitive documentation, and carries out functions in a professional manner in order to maintain the professional image of the

Department's Regional Office. Although the majority of the work is self-initiated, advice and guidance may be solicited from the Senior Finance Officer.

With implementation of Financial Shared Services (FSS) in the GNWT, FSS is responsible for processing approved transactions SAM (System for Accountability and Management), the government's financial information system. Departments remain accountable to review, verify and approve all transactions in advance of being finalized for processing by FSS, and that all financial records adhere to government regulation, policies and procedures, and the integrity of the department's financial operations are maintained.

The role of Telecommunications Coordinator also falls within the scope of this position and requires contact with seven client departments or boards (Financial Management Board Secretariat, Department of Education, Culture and Employment, Department of Municipal and Community Affairs, Justice, South Slave Divisional Board of Education and Fort Smith Divisional Education Authority) on a regular and professional basis regarding any and all Northwestel (NWTEL) issues. These activities also require regular contact with Deh Cho and Tłı̨ch̨ communities for coordination of all NWTEL services. The activities performed by this position directly impact the efficiency and effectiveness of the Division's and Region's operations.

RESPONSIBILITIES

1. Provides professional and confidential secretarial and administrative support services to the Senior Finance Officer and other managers and staff of the regional office as required.

- Type, edit and review documentation produced for/by the Senior Finance Officer;
- Draft and compose routine responses to correspondence;
- Proofread, edit and format all correspondence prepared by Regional staff for signature of the Senior Finance Officer;
- Arrange, record and confirm all of the Senior Finance Officer's appointments and meetings within and outside of the office and assemble relevant files and related information for these meetings;
- Arrange and track courier services for outgoing correspondence and other documents;
- Provide receptionist services to the Area Office by receiving visitors and transmitting telephone calls locally or long distance, answering general inquiries, handling messages and directing calls and visitors to the appropriate staff
- Assist in the completion of briefing, town and regional notes, option papers, decision papers, and correspondence;
- Research information as required by the Senior Finance Officer and managers;
- Maintains office supplies and equipment to meet the needs of the Area Office; and
- Assist in special projects as required.

2. Provides senior administrative and clerical support to ensure the effectiveness and efficiency of the day-to-day office administration.

- Prepare correspondence, reports and documents as directed by the Senior Finance Officer;
- Maintain a record of all correspondence signed by the Senior Finance Officer;
- Send/receive facsimile and e-mail messages and as-and-when required messages;
- Maintain confidentiality of all incoming and outgoing correspondence and discussions;
- Attend and take minutes at various meetings;
- Communicate the Senior Finance Officer's instruction to appropriate staff;
- Photocopy and/or scan a variety of documents;
- Organize departmental/regional conferences, technical seminars and training sessions in the region including logistics and materials;
- Make travel and accommodation arrangements for the Senior Finance Officer and other's as required ;
- Exercise spending authority of up to \$5,000 for stationery supplies and other administrative purchases; and
- Other assigned support duties as required.

3. Provides confidential secretarial and administration support for the region's Human Resources functions.

- Log and track HR documents received from and sent to HR;
- Proofread, edit and format all correspondence prepared by HR staff for signature of the Senior Finance Officer's authorization;
- Draft acceptance to letters of resignation and initiate clearance process;
- Prepare and maintain a log of regional staff and status of recruitment process;
- Maintain lieu time files for regional employees;
- Provide PeopleSoft training to regional approvers;
- Assists with preparation of confidential correspondence, often related to disciplinary actions, and on occasion required to hand deliver correspondence of this nature;
- Prepare reports on regional HR activity as requested by the Senior Finance Officer; and
- Liaise with HR on concerns or outstanding issues.

4. Assists maintenance and financial staff to manage work orders and invoices for the Fort Smith Area by:

- Posts trades' staff hours to work orders in the Maintenance Management System (WebWorks).
- Posts monthly Elevator Maintenance, Pest Control and Alarm Monitoring invoice information to work orders in Webworks.
- Verifies vouchers for expenditure authority to ensure that financial coding is correct.

5. Performs role of Telecommunications Coordinator for the Fort Smith Region and the Deh Cho and Tłıchǫ Communities and ensures a central communication system meets Regional needs by:

- Primary Regional Liaison with NWTEL and GNWT.
- Maintains telephone accounts, hookup, disconnect, trouble tickets.
- Investigates problems, orders equipment, telephone lines, Telephone Service Orders.
- Reviews telephone invoices for accuracy.

6. Maintains the Department's section of the GNWT phone directory for the Fort Smith and Deh Cho Region Communities by:

- Updates directory information to reflect additions, deletions or changes in incumbent names, job titles, and telephone numbers.

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 and experience to apply standard office and administrative procedures within protocol;
- Knowledge of several software areas such as word processing, spreadsheets, PowerPoint and financial management systems; and
- Knowledge of the records classification systems and records management issues.
- The incumbent requires excellently demonstrated: Verbal and written communication skills to communicate with staff, community and land claimant staff and the public in a professional manner; computer operating skills; planning, time management and scheduling skills; and problem solving skills.
- Ability to: write, edit, and format documentation so that they are clear, easy to understand and generally follow the rules of correct grammar, punctuation and spelling;
- Ability to work in a high stress multi-tasking environment with tight deadlines and changing priorities; deal with individuals with a high degree of tact and diplomacy; and work in a cross-cultural environment to deal with a diverse group of clients and staff.

Typically, the above qualifications would be attained by:

- Grade 12 and a Secretary Certificate/Office Administration Certificate and 3 Years progressively responsible secretarial experience.

ADDITIONAL REQUIREMENTS

Position Security

- 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:

- Required
- Preferred