



IDENTIFICATION

Department	Position Title	
Infrastructure	Administrative Assistant and Records Administrator	
Position Number	Community	Division/Region
33-13462	Inuvik	Beaufort Delta Region

PURPOSE OF THE POSITION

The Administrative Assistant/Records Administrator provides both general and specialized administrative support to the Regional Manager, Finance and Administration, ensuring efficient operations within the Regional Office. Support is delivered in alignment with Government of Northwest Territories (GNWT) and departmental policies and procedures, enabling timely access to resources and assistance for the Regional Manager.

The position also provides regional records centre services for all government departments in the Inuvik Region by controlling the central storage, distribution and disposal of semi-active and long-term records in accordance with the Administrative Records Classification System (ARCS), Operational Records Classification System (ORCS) and Records Management procedures.

The Administrative Assistant and Records Administrator position is approximately 75% Administrative Assistant and 25% Records Administration.

SCOPE

Located in Inuvik and reporting to the Regional Manager, Finance & Administration ('Regional Manager'), the incumbent provides administrative support for the Regional Manager as well as other staff within the Regional Office (4 managers plus approximately 17 additional staff) as required.

The incumbent often works independently within established procedures for the position. Although most of the work is self-initiated, advice and guidance may be solicited from the Regional Manager. The incumbent is required to carry out functions in a professional manner to maintain the professional image of the Department's Regional Office.



The position plays a pivotal role in ensuring 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.

The position also provides back-up issuing services for the Licensing Agent.

In addition, the position operates and maintains the central records storage facility for 11 GNWT departments within the Inuvik Region in accordance with GNWT records management procedures and the ARCS and ORCS manuals to ensure secure storage, control and final disposition of government records. The incumbent has a reporting responsibility to the Regional Manager for all Records Centre activities.

RESPONSIBILITIES

1. Provides professional and confidential administrative support services to the Regional Manager and other managers of the regional office as required.

- Prepare and/or review reports and documents as directed by the Regional Manager.
- Proofread correspondence prepared by Regional staff for signature by the Regional Manager.
- Assist in the completion of briefing, town and regional notes, option papers, decision papers, and correspondence.
- Research information as required by the Regional Manager and managers.
- Track and report activity in support of requirements under applicable Indigenous land and resources agreements. Track and co-ordinate Occupational Health & Safety (OH&S) initiatives.
- Attend and take minutes at various meetings.
- Process documents and complete data entry.
- Make travel and accommodation arrangements for the Regional Superintendent.
- Procure office supplies. Exercise spending authority of up to \$5,000 for office supplies and other administrative purchases.
- Other assigned support duties as required.
- Assist staff with monthly Visa reconciliation and travel authorization/expense claims.
- Provide support for photocopiers/phones to all Regional INF staff.
- Verification in SAM of paid accounts payable/accounts receivable documents.
- Update Road Report during regular business hours and after hours as required.

2. Ensures that the Department's recorded information is managed in accordance with all relevant GNWT policies, procedures, standards and guidelines.

- Provide records management advice and assistance to employees.
- Prepare records for transfer to the Records Centre and for final disposition.



- Classify, code and store records for all departmental activities in the Beaufort Delta Region.
 - Assist with records management audits by the INF Records Coordinators and discuss recommendations for changes in business practices.
- 3. Receives files and maintains government records from all departments in the Inuvik Central Records Centre in accordance with GNWT procedures to ensure the safety and security of records and the control, distribution, destruction or permanent retention (archiving) of central records within the region.**
- Receive record boxes from client departments, ensuring that clearance has been obtained from the Records Management unit for central storage of the documents and that boxes are properly labeled and documented prior to being storing within the central facility.
 - Enter the box into the Digital Integrated Information Management System (DIIMS).
 - Action requests from client departments to return boxes, to transfer records to other departments or centres, or to proceed with disposition ensuring that all documentation and approvals have been obtained and actions are in accordance with ARCS and Records Management procedures.
 - Maintain safe, secure and confidential measures in the central records facility and provide recommendations to the Regional Manager regarding possible security risks or fire hazards.
 - Respond to routine inquiries from regional departments regarding the operation and use of the Central Records facility and refers matters of policy or procedure to the Regional Manager.
 - Ensure that all Records Centre transactions are recorded in DIIMS.
 - Provide recommendations to the Regional Manager regarding space availability and supplies required in the Record Centre to ensure that sufficient space and materials are available to meet the needs of client departments.
 - Train alternative staff members for records storage duties.
- 4. Provides back up services to the Licensing Agent, who issues Driver Licenses, General Identification Cards, License Plates and Motor Vehicle Registration under the Motor Vehicles Act.**
- Verifying client's identity, validating insurance, vehicle ownership, verifying and cross-referencing information from other jurisdictions to confirm the eligibility of the services for the client. Declining services based on non-adherence to policy and procedures.
 - Receiving applications and making appointments for drivers' examinations and ensuring eligibility.
 - Administering and overseeing, marking and reviewing written examinations for all classes of driver licensing.



- Issuing driver abstracts and conducting record searches for individuals and authorized agencies for a prescribed fee.
- Accepting order and prescribed fees for personalized license plates and reports that are required in accordance with established acts, regulations, policies and procedures.
- Accurately calculating and collecting fees for all services provided and performing daily bank deposits, ensuring that there is sufficient change in the petty cash float and daily reconciliation of revenue.
- Ensuring that no unauthorized agencies or individuals receive or have access to any motor vehicle records except as outlined in the *Motor Vehicles Act*.

WORKING CONDITIONS

Physical Demands

The position spends approximately 25% of the time in the Records Centre, where requirements include daily lifting, stretching and carrying record boxes weighing approximately 50 pounds each to move them to or from storage shelves. Position also requires the use of a ladder to reach storage shelves approximately 8 feet high.

Environmental Conditions

No unusual demands are placed on the incumbent while in the office environment.

Exposure to dust, dirt, and moldy records may occur when working in the Records Centre, which is approximately 25% of the time.

Sensory Demands

Responding to public inquiries often requires careful attention to detail, which can be challenging at times.

Mental Demands

When acting as a Licensing Agent, the role may involve interacting with clients who are upset or frustrated, and who may not readily accept explanations related to legislation and policies. The incumbent may take on Licensing Agent duties up to one day per week.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and experience to apply standard office and administrative procedures within protocols.
- Knowledge of several software areas such as word processing, spreadsheets, presentation graphics, and financial management systems.
- Knowledge of records classification systems and records management processes.
- Verbal and written communication skills to communicate with staff, community and land claimant staff and the public in a professional manner.



- Planning, time management and scheduling skills.
- Problem solving skills.
- Ability to maintain confidentiality of all incoming and outgoing correspondence and discussions.
- 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.
- Work in a cross-cultural environment with a diverse group of clients and staff.
- 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 Secretarial Certificate and 1 year of administrative and records 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