



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Executive Secretary	
Position Number	Community	Division/Region
71-0417	Yellowknife	Directorate/HQ

PURPOSE OF THE POSITION

The incumbent is part of the Directorate consisting of three Assistant Deputy Ministers, one Associate Deputy Minister and one Senior Administrative Coordinator. The incumbent is responsible for providing a full range of senior secretarial and administrative services to three Assistant Deputy Ministers and other members of the Directorate as required.

SCOPE

Reporting to the Assistant Deputy Minister of Education and Culture this Administrative position provides administrative support to three Assistant Deputy Ministers. The incumbent is responsible for administrative services for three Branches, including all correspondence and documents received for the Assistant Deputy Ministers. Documents are then forwarded to appropriate Directors and Superintendents for response. The incumbent manages the flow of paper to the Directors' administrative assistants and tracks all branches' activities. The incumbent deals with the public, other departments, Indigenous organizations, headquarters and regional staff and non-government organizations.

RESPONSIBILITIES

1. Provide administrative support to the Directorate by:

- Review and prioritize all correspondence received for the Assistant Deputy Ministers;
- Draft as required, letters for review/signature by the Assistant Deputy Ministers, Deputy Minister, Associate Deputy Minister or Minister;
- Accurately transcribe correspondence, briefing notes, reports, information items and other documents as required;

- Handle correspondence containing information of a personal, restricted, and protected nature;
- Review for correct format and accuracy, correspondence and other documents for signature by the Assistant Deputy Ministers, Deputy Minister, Associate Deputy Minister or Minister;
- Liaise with appropriate divisions to ensure the timely and accurate preparation of documents as required by the Assistant Deputy Ministers, Deputy Minister, Associate Deputy Minister or Minister;
- Screen and direct incoming phone calls and assisting when suitable;
- Offer assistance as required to other staff and the public, as required;
- Direct more complex inquiries to appropriate departmental staff;
- Log incoming and outgoing correspondence in a manner so as to ensure easy tracking and follow up;
- Maintain and/or ensure up-to-date filing systems are in place for all correspondence to be retained;
- Work daily with others in the Directorate to ensure a smooth and efficient transition of work and correspondence between the offices of the Minister, Deputy Minister, Associate Deputy Minister and Assistant Deputy Ministers;
- Liaise and collaborate with the Deputy Minister's Senior Administrative Coordinator to resolve issues to ensure departmental support is provided as required;
- Arrange, record and transcribe minutes for the Directorate as required;
- Provide back-up for the Deputy Minister's Senior Administrative Coordinator as required; and
- Daily liaison with divisional administrative assistants, providing assistance and direction as required.

2. Provide support to the Directorate by:

- Make travel arrangements, ensuring necessary travel authorization is obtained, and hotel accommodation and associated travel arrangements are completed and claims submitted in an accurate and timely manner;
- Ensure an accurate and timely flow of outgoing correspondence by ensuring daily deliveries are made to other departments and agencies when necessary;
- Maintain an up-to-date list of contacts that may be required by the Directorate;
- Ensure adequate office supplies are available in the Directorate; and
- Supervise divisional administrative assistants, casuals, summer students, etc. as required.

3. Maintain accurate and readily accessible records for the Directorate by:

- Keep chronological files for letters, memorandum, reports and other documents;
- Retrieve specific correspondence from files when required;
- Maintain and follow up regularly on a detailed and accurate bring-forward system for the Assistant Deputy Ministers' and/or Directorate;
- Forward and/or return copies of correspondence to appropriate divisions for filing;
- Develop and maintain the Assistant Deputy Ministers' confidential, personal, and personnel files;

- Coordinate, along with the Deputy Minister's Senior Administrative Coordinator, logistics for meeting of Deputy Minister/Associate Deputy Minister, and Assistant Deputy Ministers.

WORKING CONDITIONS

Physical Demands

Most of the incumbent's time is spent in a sitting position and working with a computer terminal.

Environmental Conditions

The high volume of work requiring action can cause stress. This is especially true during Legislative Assembly Session, Financial Management Board submission deadlines, Cabinet deadlines, and Fiscal Year End.

Sensory Demands

Tight timelines affect speed and accuracy on occasion.

Mental Demands

Incumbent works independently under tight deadlines and in stress situations. Deals with sensitive political issues.

KNOWLEDGE, SKILLS AND ABILITIES

- Tact and diplomacy and ability to work with highly confidential material.
- Drafting of correspondence.
- Understanding of GNWT procedures
- Knowledge of computer programs (e.g. word processing, spreadsheets, electronic mail applications) including Outlook products
- Good verbal and written communication skills.
- Ability to organize and prioritize work.
- Ability to work under pressure and meet strict timelines

Typically, the above qualifications would be attained by:

Office Administration Diploma or two years' experience working in a senior administrative capacity.

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