



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Administrative Assistant	
Position Number	Community	Division/Region
71-7536	Yellowknife	Indigenous Languages Secretariat / HQ

PURPOSE OF THE POSITION

The Administrative Assistant provides a full range of administrative, secretarial and financial support services required for the efficient operation of the Indigenous Languages Secretariat and Francophone Affairs Secretariats.

SCOPE

Located in Yellowknife, the Administrative Assistant reports to the Director of Indigenous Languages Secretariat and performs administrative work for all staff members of the Indigenous Languages Secretariat and Francophone Affairs Secretariats; all of whom will, on occasion, assign work to the Administrative Assistant.

This position is the first point of contact with the public for both Secretariats and will be required to provide information for public inquiries concerning Indigenous languages and French services.

The Administrative Assistant will deal with confidential matters relating to personnel, finance, administration and legal matters, and is often called upon to exercise judgment regarding responding to telephone calls, making commitments on behalf of Directors or secretariat staff, following Departmental processes, and managing Bring Forwards (BFs).

This position works collaboratively with all other Administrative Assistants within both Languages and Culture and Education and Early Childhood branches to provide a consistent level of support to all divisions. The Administrative Assistant will also take direction and attend training provided by the Senior Administrative Coordinator.



RESPONSIBILITIES

- 1. Provide frontline administrative and office management services for the Secretariats, ensuring all administrative functions are achieved consistent with government policies and procedures.**
 - Maintain the office mail system including receiving, sorting, distributing all secretariat mail, and arrange for courier or air cargo delivery as required.
 - Personally handle correspondence of an urgent or confidential nature along with registered or special delivery items.
 - Type, format, print, and route correspondence, reports, briefing notes, responses to oral and written questions, statements, and Cabinet and Department of Finance submissions using approved Legislative Assembly templates, new Government of the Northwest Territories (GNWT) Visual Identity Program (VIP) and ensure accuracy.
 - Assist with the preparation and updating of manuals, presentation materials and briefing materials.
 - Assist secretariat staff with data entry into the GNWT's PeopleSoft and SAM systems.
- 2. Provide frontline reception services and office process coordination for the Secretariats.**
 - Greet visitors and answer routine questions or general inquiries from the public and staff.
 - Answer a multi-line telephone, take messages and redirect calls.
 - Ensure a welcoming environment by organizing reception and workspace areas, including the surplus and disposal of unused equipment and supplies.
 - Coordinate and arrange meetings, boardrooms, conference calls, hospitality requests, special events, and other appointments and conferences for divisional staff.
 - Assist with secretariat conferences, meetings and other special events.
 - Prepare, record, track and distribute meeting agendas, minutes, action trackers, Records of Decisions (RoD) and/or Summary of Discussions (SoD).
 - Make travel arrangements for all secretariat staff, and others, including routing and tracking travel requests, travel and accommodations, as well as assisting all secretariat staff with SAM travel authorizations, cash advances and expense reports.
 - Coordinate the purchase and organization of secretariat office supplies and maintain a resource inventory with other branch Administrative Assistants.
 - Maintain and arrange for servicing of all office equipment.
- 3. Provide financial support for the Secretariats, including processing payments and preparing contribution agreements.**
 - Work with staff from the Finance and Capital Planning (FCP) Division to ensure accurate use of budget categories and program account coding.
 - Ensure all expenditures comply with the accounting and expenditure requirements according to Financial Administration Manual (FAM).



- Monitor, maintain and track payments to ensure invoices are consistent with approved expenditures within the contract/agreement.
- Review and monitor spending authority for payment/invoices against budget/funding allocations to verify sufficient funds are available for specific activities.
- Complete System for Accountability and Management (SAM) travel expense entries for all secretariat staff.
- Prepare and complete Visa expenditures within SAM for all secretariat staff, and route for approvals prior to established deadlines.
- Prepare and process compensation and honoraria.
- Work with staff from the FCP Division, to prepare, complete, track and finalize all divisional Grants and Contribution Agreements.

4. Provide ongoing records management and maintenance of the Secretariats files.

- Maintain central files for the programs and services of the secretariats, as well as program files in accordance with the Department's records management system(s): Administrative Records Classification System / Operational Records Classification System / Digital Integration Information Management System (ARC/ORCS/DIMS).
- Create new files, close dated files and prepare for disposition according to the records management schedule and policies.
- Enter documents into the computerized records management system and maintain on-line file lists.
- Manage secretariat Bring-Forwards (BF) within the Departmental established records management system.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of office and administration practices and procedures.
- Ability to use computer information systems, including word processing and publishing programs, as well as the internet and email applications.
- Ability to acquire and apply knowledge of financial administration and human resources software programs.
- Ability to acquire and apply knowledge of basic records management policies and procedures.
- Ability to understand NWT Indigenous cultures and educational history in order to incorporate traditional knowledge and worldviews into all aspects of the work.
- Ability to understand the impacts that colonization, institutional and structural racism, and biases have had on society, in particular Indigenous people.
- Verbal and written communications skills.
- Keyboarding skills.
- Interpersonal and public relations skills.
- Organizational, time management and priority setting skills, with accuracy and attention to detail.
- Ability to assume responsibility and work independently without direct supervision.
- Ability to exercise initiative and judgment, acting with tact and diplomacy.
- Ability to work cooperatively in team situations.
- 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:

An Office / Business / Administration certificate program and one (1) year of experience in an office/administrative environment.

Equivalent combinations of education and experience will be considered.

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: Indigenous Language - Not Specified

Required

Preferred