



IDENTIFICATION

Department	Position Title	
Justice	Administrative Assistant	
Position Number	Community	Division/Region
82-10049	Yellowknife	Corrections Service / North Slave Probation

PURPOSE OF THE POSITION

The Administrative Assistant is responsible for providing administrative, financial, records management and support services to the Regional Probation Manager and probation staff. The incumbent will ensure the ongoing provision and enforcement of policy, directives and procedural services within the Corrections Mission, Vision and Values statement.

SCOPE

- This position reports to the North Slave Regional Probation Manager – Probation Services
- The position is responsible for accounting, records management and office duties
- The incumbent works with the manager and staff to ensure compliance with administrative priorities, objectives, financial and records management, as well as directives and procedures
- The work is directed by legislation (GNWT Financial Administration Manual, *Financial Administration Act*, Government Contract Regulations, and Government policies (i.e. Business Incentive Policy), PW&S policies, directives and procedures, *Public Service Act*, *Access to Information and Protection of Privacy Act*; specific policies (i.e. Corrections Service Directives, Code of Ethics, GNWT Code of Conduct, Records Management), *Health and Safety Acts* and Regulations, *Worker Compensation Act*, and *Official Languages Act*).

RESPONSIBILITIES

1. Performs general administrative duties:

- Provides clerical and administrative support to the Regional Probation Manager and probation staff in the North Slave region
- Answers the telephone
- Responds to routine public inquiries and directs as appropriate
- Greets probation clients/individuals upon arrival to the office
- Operates a PC to produce documents, correspondence and track client files
- Records/documents appointments and maintains daily logs
- Files documents as required or directed
- Maintains a filing system (open/close/transfer of files)
- Books travel and accommodation for staff and clients
- Responsible for all purchasing, office supplies and materials for the region
- Conducts accounts payable (VISA)
- Uses SAM (financial), COMS (correctional), and DIIMS (management) systems
- Responsible for vehicle maintenance, servicing, registration and inventory
- Purchases and maintains safety equipment
- Conducts monthly Office Safety Reports
- Assists Regional Manager with obtaining forms, equipment and ID for new staff

2. Prepares and processes financial documents according to procedures:

- Responsible for VISA purchases and monthly tracing
- Verifies and reconciles monthly GNWT corporate credit card statements for region
- Enters and verifies financial coding on expense reports
- Receives and audits invoices for payments
- Ensures payments are processed in accordance with financial regulations
- Completes requisitions for purchases over \$10,000.00

3. Maintains all records management:

- Manages files in Administrative Records Classification System (ARCS) and Operational Records Management System (ORCS) in accordance with policies and procedures
- Updates client file list to track movement of files between offices and regions
- Responds to ATIPP requests in a timely manner
- Maintains records for retention, archival and destruction

WORKING CONDITIONS

Physical Demands

Potential physical threats or confrontation from clients who may be under the influence of intoxicating substances, irate or dealing with mental health issues (approximately 1-2 times a week)

Environmental Conditions

Potential exposure to communicable diseases (approximately 1-2 times a week).

Sensory Demands

No unusual sensory demands.

Mental Demands

The incumbent works in an office environment and is the first point of contact for clients and the public entering the office. The incumbent may be viewed as an authoritative influence and may be subject to verbal abuse from irate clients (or their families) when in the office during working hours or when outside the office off duty in the community.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven verbal, written and interpersonal communication skills
- Proven organizational, time management, clerical and keyboarding skills
- Experience with computer and software applications such as MS Word, Excel and accounting systems
- Knowledge and understanding of Corrections policies and procedures
- Knowledge of Corrections Offender Management System (COMS), System of Accountability and Management (SAM) and HRIS (PeopleSoft)
- Knowledge and understanding of GNWT Administrative Records Classification System (ARCS) and Operational Records Management System (ORCS)
- Ability to maintain accurate records and manage paperwork
- Knowledge and understanding of Access to Information and Protection of Privacy (ATIPP)
- Knowledge of MS Office, internet, and email applications
- Attention to detail

Typically, the above qualifications would be attained by:

Typically, the above qualifications would be obtained through completion of Grade 12 and two years of directly related experience in an administrative/finance role in a computerized environment. Knowledge of the GNWT System of Accountability and Management (SAM), Corrections Offender Management System (COMS), and Digital Integrated Information Management System (DIIMS), as well as awareness of cultural diversity, specifically, northern Indigenous traditions and values would be an asset. A class 5 driver's license is also a requirement.

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