



IDENTIFICATION

Department	Position Title	
Justice	Administrative Assistant	
Position Number	Community	Division/Region
82-10931	Yellowknife	Legal Division/ Headquarters

PURPOSE OF THE POSITION

The Administrative Assistant provides administrative and financial support to the NWT Maintenance Enforcement Program to contribute to the accurate, timely processing of program funds, documents and information. The position is responsible for the receipt, safekeeping and deposit of incoming payments, as well as administrative support for the staff of the Maintenance Enforcement Office.

SCOPE

The Administrative Assistant position is located in Yellowknife and reports directly to the Manager, Maintenance Enforcement.

The Maintenance Enforcement Office deals extensively with the public at large, other GNWT departments, employers, court staff, lawyers, and maintenance enforcement programs in other jurisdictions. This position is expected to provide client services to all clients and contacts of the program in a professional manner.

RESPONSIBILITIES

1. Responsible to provide financial support services for the MEP office, by:

- Receiving payment and processing receipts.
- Entering payment details into MEP Database and posting to applicable cases.
- Ensuring that the bank deposit balances with MEP database reports each day.
- Preparing the daily bank deposit and delivering it to the bank each business day.
- Preparing routine MEP-specific financial reports (such as Payor and Recipient financial reports).



- Preparing GNWT-specific payment documents, including journal and payment vouchers.
- Assisting with financial audits by providing information promptly upon request.
- Initiating and monitoring all court charges to ensure they are accurate and paid in a timely manner.
- Dispersing debit and credit card payments to the bank daily.

2. Responsible for providing administrative support for the MEP office, by:

- Greeting all clients as they contact the MEP office and assisting clients by answering any payment related questions and/or general program related questions.
- Referring complex or case-specific questions to appropriate MEP staff.
- Assisting with file opening process as directed, including data entry of basic case information, registration with NWT Courts and Sheriff's Office, preparing file jacket according to established procedures.
- Opening, sorting and delivering documents in a timely manner.
- Physically retrieving and delivering documents in person.
- Preparing basic, routine legal documents as required.
- Serving legal documents to external offices.
- Establishing and maintaining systems for tracking all garnishee summons activities initiated through MEP.
- Issuing invitations to register and notices of incomplete registration letters to clients as directed.
- Filing administrative documents daily.
- Verifying closed files to ensure established procedures are followed.
- Preparing files for disposition to archives and coordinating retrieval of documents from archives, according to GNWT records protocols.
- Monitoring common office equipment and coordinating repairs/maintenance as required.
- Monitoring office supplies to ensure adequate stock levels are maintained and coordinating supply orders as required.

WORKING CONDITIONS

Physical Demands

No unusual Physical demands.

Environmental Conditions

No unusual environmental conditions.

Sensory Demands

No unusual sensory demands



Mental Demands

Clients often express their frustration at MEP staff. Verbal and physical threats can occur. Stakeholders, including payors, recipients and their families may be known to the job holder; and clients may approach MEP staff in public settings and outside working hours.

KNOWLEDGE, SKILLS AND ABILITIES

- Organizational and time management skills.
- Written and verbal communication skills.
- Interpersonal and client service skills, including the ability to work with clients experiencing stress.
- Ability to acquire knowledge of Territorial and Federal Acts, regulations, policies and procedures as they relate to Maintenance Enforcement.
- Ability to acquire knowledge of the Rules of the Court.
- Knowledge of general bookkeeping principles and practices.
- Knowledge of general office procedures, including filing and information-tracking practices.
- Knowledge and skills in the use of MS Office, internet and email applications.
- 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:

Grade 12 diploma, with one (1) year post-secondary education in an administrative role.

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