



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Justice	Administrative Coordinator	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
82-15313	Yellowknife	Directorate/HQ

## **PURPOSE OF THE POSITION**

The Administrative Coordinator provides skilled and confidential administrative, secretarial and financial support to the Office of the Chief Coroner.

## **SCOPE**

The Administrative Coordinator is located in Yellowknife, and the incumbent reports directly to the Chief Coroner. This position is the first point of contact within the coroner service. The incumbent will provide frontline services to the public, grieving family members, coroners, media and investigative partners. The incumbent will provide administrative support including: managing document flow, filing, mail systems, preparing a variety of financial and administrative documents, and answering and directing calls.

The Administrative Coordinator will assist the community coroners in their investigations by providing information as requested. The incumbent will also assist in organizing the NWT Coroner Symposium, which happens annually. The incumbent is required to oversee the statistical data for the Coroner Service, accurate data collection, and prepare various reports. The incumbent must be aware of the requests coming from coroners, and is required to address the demands within a timely manner. The incumbent must be self-motivated, detail oriented, organized, able to work independently in a multi-tasked environment.

The incumbent must adhere to established GNWT policies and procedures including the *Coroners Act*, *Access to Information and Protection Privacy Act (ATIPP)*, *Financial Administration Act*, and other relevant GNWT statutes, and regulations.

## **RESPONSIBILITIES**

### **1. Provide clerical and administrative support to the Chief Coroner, Deputy Chief Coroner and coroners in accordance with Coroner Service protocols and guidelines, ensuring that information is processed efficiently and properly.**

- Answer and direct telephone calls, emails and facsimiles.
- Receive and direct families, investigative partners, public and media.
- Maintain and enhance administration and information management systems, including procedures manuals, electronic databases and statistical data.
- Maintain the hardcopy filing system by establishing and adhering to the data management protocols.
- Maintain and analyze statistics and provide statistical report and analysis as requested by the Chief Coroner.
- Facilitate the development of filing systems, and maintain these systems to meet administrative, legal and financial requirements.
- Draft and prepare a variety of documents, correspondence, reports and tables using Microsoft Office.
- Maintain an inventory of all office supplies, coroner professional supplies, and educational materials. Distribute material and supplies to coroners as required.
- Perform other duties as assigned.

### **2. Provides financial administrative support to the Office of the Chief Coroner**

- Utilize System for Accountability and Management (SAM) as required;
- Ensure accuracy and adherence to business processes, government policies and financial regulations;
- Ensure all payments are processed in accordance with the *Financial Administration Act*, regulations and directives issued by the Financial Management Board (FMB) ;
- Serve as Procurements Card and Employee Expense Claim system administrator;
- Review and audit invoices, GNWT credit card transactions and other requests and documents;
- Process expense accounts, reconciliations and coding;
- Provide information to Chief Coroner and/or vendors regarding status of payments and billing matters; and
- Reconcile monthly GNWT corporate credit card statements.

### **3. Verify and audit travel documents**

- Audit employee duty travel expense reports to ensure amounts claimed are in accordance with approved GNWT policies and rate allowances;
- Ensure all receipts for travel expenses charged to the employees corporate travel credit card are submitted with the expense report, and verify that the expenses are business related.
- Verify that financial coding and spending authority are recorded on the expense report
- Maintain travel authorization and expense records to audit and reconcile with the monthly credit cards statements

#### **4. Provides assistance to Coroners with clerical duties**

- Receive initial verbal, written or telephone notification of all reportable deaths in the NWT.
- Obtain complete and accurate background information about the deceased person from contacts with police, health care facilities, territorial and federal government departments, funeral homes etc.
- Arrange for transportation of human remains for post mortem examination.
- Provide information to coroners.
- Receive and review coroner reports and documentation as it comes into the office.
- Maintain and administer a database and file system for coroners and their appointments.
- Monitor appointments for renewal and prepare required documents to requisition appointments.
- Request coroner case records from archives when directed by Chief Coroner.

#### **5. Provides assistance and support during inquests**

- Organize facility for inquest, including hearing room, jury room and office for presiding coroner.
- Arrange for all equipment needed.
- Schedule recording companies or court reporters and interpreters.
- Arrange travel for Inquest party and witnesses.
- Prepare disclosure and all documents for Inquest party and those with standing at the inquest.
- Prepare documents and inquest information and legal documentation for counsel.
- Prepare documentation including summons for potential jury and witnesses, act as clerk of the court when requested, administer oaths, maintain the record, and ensure the security of the exhibits.
- Oversee the inquest itself, ensuring that proper procedures are implemented and appropriate protocol is observed

#### **6. Responsible for coordinating and organizing the NWT Coroner Symposium**

- Organize conference room for the coroner training, including refreshments.
- Arrange flights, hotel room bookings, travel authorizations and expenses for coroners and guest speakers.
- Monitor attendance.
- Prepare resource binders for the training.

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual demands

#### **Environmental Conditions**

No unusual conditions

## **Sensory Demands**

No unusual demands

## **Mental Demands**

The incumbent works in a normal office environment, and is the first point of contact to clients and the general public. The incumbent may be subject to verbal abuse from clients. The incumbent will be exposed to graphic photos while reviewing investigation material including coroner reports.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Advance knowledge of secretarial, office administration, and financial procedures/policies.
- Excellent oral, written and electronic communications skills.
- Advance knowledge of and ability to use a variety of computer software including: MS operating systems, MS Office, internet, email applications and automated accounting/financial systems and software; Adobe Acrobat.
- Knowledge of and ability to use standard office equipment.
- Ability to multi-task in a fast paced environment.
- Ability to work effectively in a team and work independently.
- Knowledge of records management policies and procedures, including records disposition, record standards and records classification systems.
- Knowledge and understanding of *Coroners Act, NWT Evidence Act, Vital Statistics Act, Public Health Act.*
- Demonstration and comprehensive knowledge of *Access to Information and Protection of Privacy Act (ATTIPP), Financial Administration Act*, relevant GNWT legislation, relevant regulations and policies, and procedures.
- Ability to interact with the public in a courteous, prompt manner
- Effective customer service, working with hostile and distraught clients

## **Typically, the above qualifications would be attained by:**

Diploma in Office Administration combined with 2 years of relevant, progressive administrative experience.

Equivalencies will be considered on a case by case basis.

## **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:** Select language

Required

Preferred