



## IDENTIFICATION

Department	Position Title	
Justice	Administrative Assistant	
Position Number(s)	Community	Division/Region(s)
82-4280	Yellowknife	Policy and Planning and Corporate Services/HQ

## PURPOSE OF THE POSITION

This position provides professional administrative support to the Directors, Managers and staff in the Policy and Planning, and Corporate Services Division at the Department of Justice, Government of the Northwest Territories (GNWT). This position is also responsible for providing support to the Senior Administrative Coordinator, Directorate.

## SCOPE

The Department of Justice is responsible for the administration of justice in the NWT, including policing and corrections. This mandate is carried out in a manner which respects community and Indigenous values and encourages communities to assume increasing responsibilities.

Located in Yellowknife, the position reports to the Director of Corporate Services and provides direct administrative support to a variety of positions within both the Corporate Services and Policy and Planning Divisions. In accordance with GNWT legislation, policies and departmental procedures, the incumbent is responsible for developing and implementing organized, efficient and effective administrative processes and practices to ensure effective administrative operations of the Divisions. This position is required to deal with information that is often sensitive and confidential and requires tact and good judgement.

This position is also responsible for providing support to the Senior Administrative Coordinator in Directorate and when required will assume administrative duties of that position on a temporary basis. The Senior Administrative Coordinator position is directly responsible and accountable for providing senior corporate level operational leadership and support services within the Department in order to ensure effective operation of the Deputy

Minister's office and efficient processes between the offices of the Deputy Minister, Minister and Department.

The Corporate Services Division is responsible for financial administration and management for the department, infrastructure planning, occupational health and safety, administration of the Territorial Police Services Agreement and the administration of the territorial court judges' pension plan and benefits. The Policy and Planning Division provides support and advice to the Minister of Justice, the deputy Minister and the department on policy and legislation, strategic and business planning, evaluation, media relations and communications, official languages, cabinet and the Legislative Assembly, and records management. This Division also includes the GNWT Access and Privacy Office which is responsible for coordinating access requests for the Department of Justice and providing advice, information and training to GNWT departments and public bodies on the *Access to Information and Protection of Privacy Act*.

The position has \$10,000 expenditure authority.

## **RESPONSIBILITIES**

### **1. Provides administrative and financial support to the two Divisions ensuring all functions are achieved within set deadlines and in adherence with government policies and procedures.**

- Interpreting and applying departmental and GNWT administrative policies and procedures.
- Providing reception duties for the two divisions by answering telephones, taking messages and directing calls, as well as responding to visitors and directing them to appropriate staff.
- Responsible for the maintenance, distribution and tracking of all controllable forms.
- Receiving and logging mail, distributing to appropriate staff.
- Coordinate responses to correspondence. Follow up on responses to ensure completion within required time frames. Drafting replies to routine correspondence.
- Pulling appropriate files, documents, reports and correspondence and matching them with incoming requests for information.
- Providing assistance on grammar, layout, formatting, and transmittal of correspondence and other documents.
- Managing divisional records by ensuring they are filed and stored using the GNWT ORCS and ARCS system and coordinating with Departmental Records Coordinator when required.
- Distributing financial reports and financial documents.
- Purchasing supplies and assisting with coding inquiries.
- Assisting staff to organize meetings and training sessions including booking meeting rooms, arranging for hospitality and preparing supporting materials.
- Attending meetings when requested to take minutes or notes.
- Developing and organizing a document tracking system and following up with staff when tasks are not completed.

- Anticipating work for the position and maintaining a workplan with deadlines to help manage work; identifying any workload issues to the Director, Corporate Services.
- 2. Administers the corporate credit card program for the department**
    - Maintains an accurate listing of all credit card holders
    - Submits all applications for the Department to the Department of Finance
    - Responsible for the timely system entry and coordination for all credit cards.
    - Approves all credit card transactions within SAM.
    - Administers and maintains cards and ensures all cardholders are aware of GNWT and Departmental policies regarding use.
    - Ensures accurate tracking of all cardholder statements reconciled to reporting from the financial system.
    - Ensures completeness of cardholder statements.
    - Ensures the timely and accurate filling of all cardholder statements.
    - Prepare reporting in accordance with departmental directives.
    - Monitors for compliance to requirements and reports any unauthorized use to the appropriate supervisor for corrective action and if necessary the Director, Corporate Services.
  - 3. Administers the Department's telecommunication program and is designated the Telecommunication Coordinator for the Department**
    - Coordinate approval and distribution of mobile devices.
    - Update organizational charts in collaboration with the Department of Infrastructure
    - Coordinate phone line changes, programming and troubleshooting as requested by Divisions with third party service providers.
    - Exercise spending authority on telecommunication payments related to mobile devices.
    - Maintain listing of Department's mobile devices for tracking purposes.
  - 4. Coordinates and assists with the preparation of confidential submissions for Cabinet and FMB.**
    - Coordinating the completion of submissions for cabinet and FMB within set timeframes.
    - Reviewing, formatting and saving materials for finalization by staff and Directors.
    - Assisting the Senior Administrative Coordinator to ensure that submissions are prepared, processed, approved and provided to the Minister's office in a timely manner.
    - Maintaining appropriate registers of Cabinet and FMB submissions by keeping both pending and permanent registers current and organized, including keeping the checklist up to date and tracking down missing information. Following up with staff to assist them in meeting timelines.
  - 5. Administers the Department's offboarding process**
    - Coordinating employee offboarding forms and distributing to necessary departments and/or agencies.

- Reviewing divisional form submissions against the Human Resource Information System and System for Accountability and Management reporting to ensure systems access is accurate.
- 6. Prepares briefing materials and binders for senior departmental staff, ADMs, DM and the Minister's office.**
- Assisting Directors and Managers prepare briefing materials for a variety of meetings, including but not limited to the following: DMs and Ministers meetings, Committee of Cabinet meetings, session, committee of the whole, federal, provincial, territorial (FPT) meetings, and standing committee meetings.
  - Maintaining appropriate tracking systems to make sure that materials are completed and approved in a timely manner.
  - Compiling final materials for briefings in hard copy or "e"format binders.
  - Distribution of materials/binders to departmental staff, Directors, ADMs, DMs and Ministers office.
- 7. Coordinates all vendor and customer updates and requests for the department**
- Ensures the completeness of all vendor and customer updates in compliance with direction from the Department of Finance.
  - Coordinates with program areas as required.
  - Ensures the timely and efficient uploading of all requests and arranges notifications to programs areas once complete.
- 8. Provides support to the Senior Administrative Coordinator.**
- Working closely with the Senior Administrative Coordinator to facilitate the timely completion of correspondence and materials for the Department and the Minister's office.
  - Assuming administrative duties when the Senior Administrative Coordinator is out of the office.

## **WORKING CONDITIONS**

### **Physical Demands**

Physical effort is minimal but is occasionally required when dealing with inventories, records or equipment.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

The incumbent is responsible for the work of two divisions and may be subject to disruptions from visitors or staff who require immediate assistance or information.

## **Mental Demands**

The incumbent will face critical deadlines in preparation of cabinet and FMB submissions as well as briefing materials. At times it may be difficult to meet these deadlines and also accommodate the day-to-day needs of the two Divisions. The nature of the work is not always predictable or within the control of the incumbent. These are an unavoidable part of the job and may place increased mental demands on the incumbent.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Advanced knowledge of secretarial, office administration, and financial procedures/policies.
- Advanced knowledge of and ability to use a variety of computer software including mail, word processing, spreadsheets, database, presentation and graphics.
- Effective written and verbal communication skills (English) including the ability to proofread for spelling and grammar.
- Advanced knowledge of records management policies, procedures and classification systems including ARCS and ORCS and DIIMS.
- Knowledge of and ability to use standard office equipment (fax, telephone, printer/copiers, computer, projector).
- Ability to work in a fast-paced environment and organize self and others to meet strict deadlines.
- The incumbent must be able to deal effectively and tactfully with staff and Senior Management in the Divisions as well as across the Department of Justice.

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

These skills are normally acquired through a business administration diploma program or two to three years of experience in a clerical/secretarial or financial/administrative position or three to five years of experience working in a similar position in the public or private sector.

## **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

**Aboriginal language:** To choose a language, click here.

☐ Required  
☐ Preferred