

## **IDENTIFICATION**

Department		Position Title	
Northwest Territories Housing Corporation		District Administrative Assistant	
Position Number	Community	Division/Region	
93-7087	Yellowknife	North Slave District Office	

## **PURPOSE OF THE POSITION**

The District Administrative Assistant provides administrative and clerical support to the District Director and staff of the North Slave District Office according to established office guidelines and procedures to ensure various issues and information are dealt with in a timely and accurate manner.

## **SCOPE**

Located in the North Slave District office in Yellowknife, the District Administrative Assistant reports to the District Controller on financial support matters, and provides administrative and financial support to 10+ District staff.

As the district office's first line of contact with the public, the duties of this position have an impact on staff, Housing Corporation clients, Local Housing Organizations (LHOs), contractors, other government departments and the general public.

The District Administrative Assistant works within an established accountability work environment to ensure the accuracy and integrity of day to day administrative and clerical processes are carried out in accordance with policies and procedures.

## **RESPONSIBILITIES**

- 1. Provides full range of administrative services within Corporation guidelines, policies and procedures to ensure the support activities required for the District to function efficiently are completed on a timely basis.**

- Composes letters and memoranda for the District Director and District staff.
  - Routes or answers correspondence not requiring Director's attention.
  - Drafts and composes replies to routine correspondence.
  - Proofreads and edits correspondence prepared by other members of the Corporation for the Director's signature.
  - Assists in the completion of briefing notes, option papers, decision papers, speaking notes and correspondence for the Director's signature.
  - Arranges records and confirms all the Director's appointments and meetings within and outside the office and assembles relevant files and related information for these meetings.
  - Receptionist duties such as screening calls, letters and/or visitors, answers questions and furnishes information whenever possible to save Director's time.
- 2. Provides administrative services within Corporation guidelines, policies and procedures to ensure the District Director's time is conserved for management concerns.**
- Prepares special reports, gathers and summarizes data.
  - Delivers and obtains information from other managers or outside representatives.
  - Organizes and expedites flow of work through the Director's office. Initiates follow-up action.
  - Communicates Director's instructions or desires to various individuals and/or departments.
  - Advises the Director and senior staff on professional development requests and needs for administrative/clerical staff.
  - Provides orientation and assistance to new District staff.
  - Assists District staff in office procedures and correspondence formats.
  - Assists in developing solutions for day-to-day administrative problems.
  - Maintains the Briefing Note file.
- 3. Provides clerical / financial support within Corporation guidelines, policies and procedures to ensure an organized workflow in the division.**
- Makes travel arrangements and prepares necessary financial documents for processing. Liaise with other staff to coordinate travel plans and meetings.
  - Organizes and maintains files of Director's correspondence, records etc., following up on pending matters. Maintains a BF (bring forward) retrieval system.
  - Maintains a mail log wherein all incoming and outgoing mail is recorded, read and routed.
  - Maintains Leave and Attendance for District staff.
- 4. Maintains the central filing system for the District office in order to assist staff in retrieving operational data and correspondence.**
- Files correspondence, documents, notes and reports.
  - Creates new files, closes old files and manages the transfer of files to storage in accordance with Government of the Northwest Territories (GNWT) and Northwest Territories Housing Corporation (NWT HC) records management systems and schedules.
  - Assists District staff in retrieval of both on and off-site files.

- Updates the District Filing system and creates computer files on the Digital Integrated Information Management System (DIIMS)
- Ensures the security of the District's computerized and hard copy records and files.

## **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, finance and administration policies, practices and procedures.
- Knowledge and ability to use computer information systems including multimedia software, Microsoft Office (Word, Excel, Access, PowerPoint, Outlook) as well as internet and email applications.
- Knowledge of and/or the ability to acquire knowledge of financial administration and human resources software programs such as Simply Accounting, System of Accountability and Management (SAM) and Human Resources Information System (HRIS-PeopleSoft).
- Knowledge of and/or the ability to learn and apply records management policies and procedures including records disposition and systems such as DIIMS an Administrative Records Classification System (ARCS) / Operational Records Classification System (ORCS).
- Organization, time management and priority setting skills with a high level of accuracy and attention to detail, and ability to fulfill tight deadlines.
- Accounting skills to ensure financial transactions are accurate and properly recorded.
- Ability to assume responsibility and work independently without direct supervision.
- Ability to exercise initiative and judgement to make decisions within the scope of assigned authority.
- Ability to acquire and apply knowledge of *Access to Information and Protection of Privacy Act*; able to maintain confidentiality at all times.
- Ability to reiterate information to check understanding before responding or drawing conclusions; asks questions to clarify what is expressed.
- Ability and willingness to adapt and work effectively within a variety of diverse situations and with diverse individuals and groups; cross-cultural sensitivity.
- Ability to complete tasks / projects on time through the routine planning of own work.

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

A relevant certificate or diploma (Business Administration / Office Administration) and one (1) year of related work experience.

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:** Select language

- ☐ Required
- ☐ Preferred