



Department of FMBS
Job Evaluation and Human
Resource Plan

OCT - 1 1997

JOB DESCRIPTION

1. IDENTIFICATION

Position Number 763380

Job Title Executive Secretary

Financial Code

Department Education, Culture and Employment

Division/Region Dehcho Divisional Education Council

Location Fort Simpson, NT

NOTE: This information must be compatible with the Organization Chart attached.

2. PURPOSE

Briefly describe the role of this position in the office, e.g., "provides secretarial support to the XYZ Division" or "inspects construction projects and approves progress payments."

To provide secretarial service to the Director and staff of the Dehcho Divisional Education Council.

3. DUTIES AND RESPONSIBILITIES

List the duties assigned to this position in descending order of importance.

Duty

#

% of

Time

1. 75%

Prepares correspondence and other documents for Director to ensure efficient communication for program activities by:

- typing routine (general) and special correspondence, reports, briefing notes, etc., from written material as well as formatting disk material.
- handling correspondence containing information of a confidential nature.
- handling correspondence and other documents for signature by the Director.
- apply initiative and judgment in the use of format and material.
- preparing certain routine correspondence as determined according to regulations procedures by composing and typing correspondence or memoranda for signature by the Director.
- receiving and sending information from all e-mail systems.
- typing and distributing minutes of meetings.
- photocopying materials as requested or required, collating and distribution of material as appropriate.
- refers excess workload to Administration according to priorities, proof reads and edits finished work for format and accuracy.
- typing all correspondences (letters, reports, memos, invoices, contracts) to ensure legibility, uniformity and proper distribution
- preparing and maintaining a complex filing system, that is compatible between the Council office and settlement schools
- maintaining stock control of Council office
- bookings of vehicles and Council conferences rooms
- liaison between schools and other agencies.

2. 15%

Organizes office routine to ensure efficient day to day operation by:

- greeting the general public and government personnel personally or by telephone and providing general information on the Council
- answering telephones

3. DUTIES AND RESPONSIBILITIES CONTINUED

List the duties assigned to this position in descending order of importance.

Duty

#

% of

Time

- arranging appointments or interviews
- receiving visitors and telephone calls and offering assistance where appropriate
- handling routine inquiries regarding general program information on a person-to-person basis
- directing inquiries of a more complex nature to the appropriate program officer

3. 5%

Maintains filing records for program officers to ensure accurate records by:

- keeping a chronological file of letters, memoranda, reports, etc. according to originator.
- opening new files.
- maintaining an administration and operational filing system for the Division to ensure ready access of information required on a regular basis.
- maintaining up to date copies of legislation, policy directives, Council policy collective agreements and other documentation required for reference.

4. 5%

Performs other related clerical duties such as:

- prepare for and attend Council meetings often outside of normal office hours.
- receiving mail, opening and distributing accordingly.
- logging in Director's mail, logging outgoing correspondence from Director and distributing to appropriate coordinators and following up on action to be taken.
- ensuring that general information is circulate among officer in an effective manner.
- arranging division employee's and trustee travel; preparing travel authorization and claim forms; arrange hotel accommodation; ensures Director and Officers designate a point of contact when traveling.
- preparing or arranging for payment of invoices and bills for services rendered.
- preparing or arranging for acquisition of supplies.
- maintaining an up-to-date list of contacts through accurate telephone and address records.
- verify incoming orders to the packing slip
- after verification, forward order to the correct personnel and schools.

4. SKILLS AND ABILITIES

Describe the skills and abilities needed to perform the duties and achieve the objectives or results desired.

Excellent organizational abilities and strong interpersonal skills; ability to work to deadline and ability to manage stress; able to take initiative and work with minimum supervision; ability to prepare correspondence for Director; ability to maintain confidential documents and information; proficiency in typing 60 w.p.m. and in preparing grammatically correct error free documents.

What training/education and experience would normally produce these skills? Include any licences or certification/designations that are legally required to perform this work. Please give rationales.

Grade X11; Communication and English language skills. Courses in business Education, Secretarial Science, Office Practice; Office management and systems; three to four years experience in a secretarial position is required.

5. AUTHORITY

What decisions and recommendations are required to be made in the job?

Determine work priorities, screen telephone calls, ascertain purpose and provide answers or refer to appropriate officer.

To whom (by Job Title) are recommendations made?

Recommends to the Director on:

- ways to improve work flow and communications
- new office systems and procedures

What is the impact or effect of the decision or recommendation?

At minimum errors could result in minor delays and effectiveness in processing workloads; inconvenience to the public and loss of credibility to the Council and its staff. At maximum, errors could result in loss of credibility of the Director as well as increase costs to the Council.

5. AUTHORITY CONTINUED

How is the work assigned?

Verbal and written from the Director.

What latitude does the incumbent have to achieve objectives?

Supervisor checks and approved completed work. Format and approach to work is left to the discretion of the employee.

What constraints are placed on the incumbent in terms of regulations, procedures, policy, past practices, etc.?

Incumbent must be aware of all legal documents and prescribed procedures to ensure correct action is taken to avoid employee grievances and possible legal action.

6. EQUIPMENT

List the equipment used in the duties on Page 1. Equipment includes computer software.

Computer

- WordPerfect 6, Microsoft Word
- Calendar Maker, File Maker Pro
- First Class, Internet

Fax Machine

Telephone

Photocopier

Dictaphone

Postage Machine

What is done with it?

Preparation of documents and correspondence

Preparation of presentations

Preparation distribution trustees information packages and Council minutes.

Corresponding with GNWT employees

Corresponding with Departmental employees

Photocopying of documents

Transmission of urgent documents

Preparation of forms etc.

7. CONTACTS

Describe the contacts required to be made in this position. Who (by job title) is contacted, why are they contacted and how often are they contacted.?

Officers in the Division to acquire work assignments and priorities; general public to answer inquiries and departmental and governmental senior to arrange appointments.

- a. Employee must decide upon the urgency of visitors to the office and phone calls, a decision must be made to schedule a meeting at a later date, take a message or interrupt staff.
- b. Good community relations must be maintained. If a decision is made not to interrupt, the concerned party may be upset, making it more difficult to resolve the matter at hand.

8. ENVIRONMENT

All work entails some degree of discomfort and/or difficulty. Describe the work environment, mental or physical demands of the job, exposure to disagreeable conditions, and hazards that may be encountered as a part of the work routine. Don't forget to describe the frequency and nature of each feature and the degree of control the incumbent has in controlling his/her exposure to it.

Frequently working under pressure of deadline (Council meeting), heavy workload requiring prioritization and strong organizational skills.