

1. IDENTIFICATION

Position No. 14-10156	Job Title Administrative Assistant	Supervisor's Position Director, Technical Services	
Department CGS	Division/Region Technical Services Division/HQ	Community Iqaluit	Location 235
Freebalance Coding: 14725-01-1-253-1406000-01			

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>Under the general direction and supervision of the Director of Technical Services, the incumbent is responsible for providing support services to the Technical Services Division.</p> <p>The incumbent will be responsible for processing for payment all Capital expenditures and Operation and Maintenance (O&M) project expenditures within the Section as well as be responsible for assisting in the efficient and consistent delivery of day-to-day administrative support within the Section. In addition, this position is also responsible for records management and providing secretarial support to the Division.</p>
--

3. SCOPE

<p>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?</p> <p>This position is located in Iqaluit and provides administrative, financial and secretarial assistance to Technical Services staff.</p> <p>All Nunavut policies and procedures must be maintained and adhered to, as this is the first line of system circulation. The 20/30-day payment policy starts with receipt; therefore, accuracy is required in all of the recording and distribution. Delays in processing payment can result in misdirected invoices. Additional problems can result if corrective action is not addressed immediately thus the first line of the Administrative System is extremely important in regards to notifying the supervisor of problems.</p> <p>Work must be prioritized to guarantee the timely processing of tender packages, filing, incoming and outgoing mail, leave and attendance reports, and assisting the Contracts Clerk.</p>

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

Provides necessary accounting functions to ensure proper budget controls:

- Receiving approved requests for payment documentation then reviewing for completeness, checking for accuracy, and preparing for payment documents;
- Confirming that the transactions are being charged to the appropriate account, program, activity, and control object through the reference of transaction code and index code listings;
- Ensuring all supporting documentation and information has been transposed to payment or commitment documents where necessary;
- Summarising all expenditure documents by source and type;
- Validating through the FreeBalance system that funds committed for Freebalance are sufficient to cover spending transaction;
- Printing summary and detailed Section and Capital Projects Freebalance Reports;
- Ensuring copies of payment document and invoices are securely stored in the project files;
- Receives, stores and distributes approved contract and financial documents from signing authorities.

Provides administrative support to the Technical Services Division:

- Assisting with the administrative support workload of directing telephone communication inquiries, operating the duplicating equipment, storing documents based on their alphanumeric coding, and any other support functions as required;
- Reviewing and posting to the invoice database all incoming invoices;
- Arranging for fax and photocopier service, when required;
- Maintaining the consumable items for the fax and photocopier;
- Ordering office supplies as required;
- Assisting in travel and accommodation arrangements.
- Assisting with unilingual clients and translating Inuktitut documents when required;
- Assisting Contracts Clerk as necessary during the tendering process.

Controls the input of data on the computer terminal(s) holding projects and office and equipment databases.

- Operating the terminal efficiently and accurately;
- Accurately storing alphanumeric data from a variety of source documents into Project Databases;
- Reviewing, identifying, and correcting approved changes in the database;
- Inputting Project/Assignment into the database and generating storage address labels for new projects;
- Accurately storing information, such as, specifications, manuals, reports, catalogues, technical books and references, O&M manuals and drawings into the Library or dedicated areas and posting to any dedicated database;
- Ensuring all storing of Capital Projects are identified by numerically labelled names and

- separated into active and non-active groups;
- Printing Project Assignment reports for all Project Support staff;
- Administers and updates all the electronic files and templates for the Division.

Maintain Technical Services office filing system as required:

- Check documents prior to filing to ensure that they are filed appropriately;
- Retrieve documents from files as may be required;
- Recommend changes to filing system;
- Prepare file indexes and keep up-to-date;
- Implement proper procedures for closing out files.

Handles and logs all incoming and outgoing mail and facsimile transmissions:

- Screen, date stamp and distribute incoming mail for the Division;
- Maintain incoming and outgoing mail register for the Division;
- Distributing incoming mail accurately and timely;
- Prepare envelopes / containers for outgoing mail;
- Receive/send facsimile transmissions and distribute as required.
- Maintaining and distributing the circulation files and documents;
- Arranging for air shipment/courier service, if requested, for packages and address large items;
- Securely retrieving and distributing fax documents.

Maintain office supply inventory:

- Perform weekly checks to ensure necessary quantities of forms, stationary and other office supplies are held within the office;
- Initiate requisitions to replenish supplies;
- Pick-up local supply orders;
- Organize the office supplies, keep storage area tidy;
- Recommends new products to Supervisor.

Maintain leave and attendance records:

- Log and entry of all division leave, overtime and attendance;
- Log and entry of all division lieu time earned and used;
- Update the attendance and travel board;
- Provides travel and annual reports as requested by Supervisor;
- Ensure Projects Section monthly time sheet is complete and accurate.

Perform other duties as required or requested:

- Writes the minutes of meetings;
- Update departmental manuals;
- Keep Division area (photocopy/printing areas, library, plan area and conference area) tidy, bulletin boards current, literature current and organized.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the job, not the incumbent performing the job.

- One (1) year working experience in general office work procedures;
- Knowledge and use of PC microcomputer equipment (word processing, spreadsheets, and databases);
- Experience in dealing with cross-cultural environments;
- Ability to operate a alpha-numeric keyboard in order to perform clerical and administrative functions;
- Good typing skills;
- Ability to generate and verify financial account information and reconciliation records;
- Excellent interpersonal skills in dealing with employees and businesses;
- Excellent oral and written communication skills in Inuktitut and/or Inuinnaqtun;
- Ability to remain calm in pressure situations;
- Ability to use basic office equipment including photocopier, scanner, facsimile and printer;
- Ability to communicate in Inuktitut and/or Inuinnaqtun is essential.

These skills are normally acquired through:

- A grade 10 with at least two (2) years working experience;
- A grade 12 and one (1) year work experience;
- Secretarial/administrative office course work and experience.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

The physical demands involved in preparing reports, tender and contract documents require the incumbent to coordinate typing, printing, proofreading, photocopying, and binding documents. The position also requires some lifting and carrying of heavy boxes of paper supplies and documents. Long periods of time spent in front of the computer can cause neck, back, and eyestrain, including carpal tunnel syndrome within the wrists. Although a majority of the time for this position is spent on the computer, there is ample opportunity for the incumbent to get up and move around the office.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

There is a politically sensitive work environment dealing with sensitive political, staffing and financial issues. Confidentiality is critical. Adhering to tight timelines and deadlines is essential.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

Volume of work is periodically high. Must have the ability to work within a high stress environment and concentrate under high noise volumes.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

Work is as routine as it is repetitive. There are mental demands, which require the incumbent to ensure that the work is accurate and performed in a timely manner. Stress due to time lines, confidentiality and accuracy of work. Attention to detail is essential. Must be able to interact with a wide range of personnel.

7. CERTIFICATION

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.