

JOB DESCRIPTION

Benchmark Job #108

Ministry: Various
Branch: Various
Location: Various

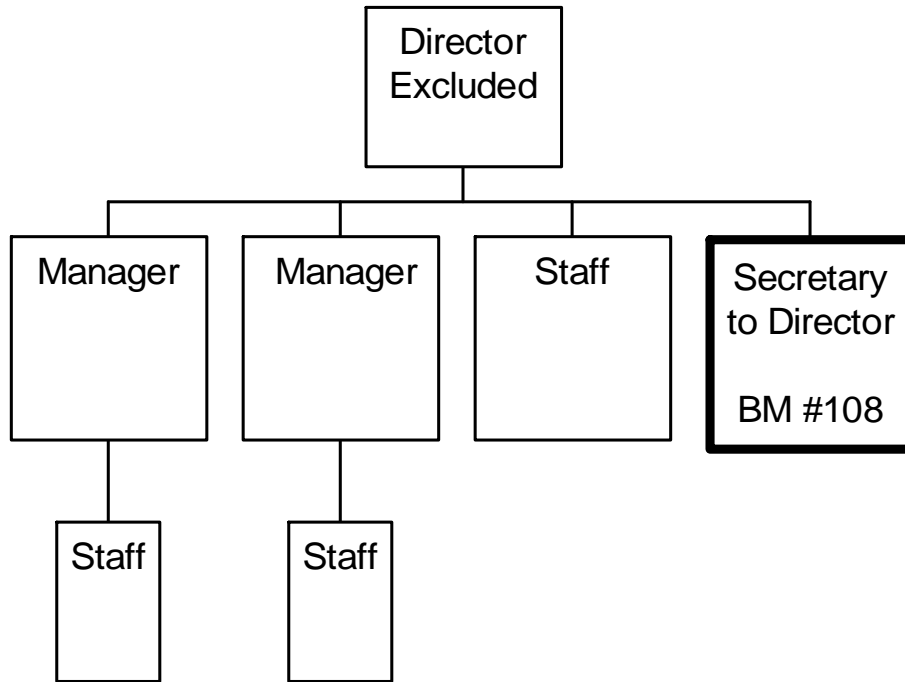
Working Title: **Secretary to Director**
Level: Range 9
Classification: Clerk Stenographer

PRIMARY FUNCTION

To provide secretarial, administrative, and financial support services to the Director and work unit staff.

JOB DUTIES AND TASKS

1. Provides secretarial support to the Director and work unit staff
 - a. types, formats and proofreads a variety of documents and materials such as memos, presentation materials, graphs, flow charts, tables, reports, briefing notes, spreadsheets, and Cabinet/Treasury Board submissions from drafts or handwritten notes using desktop tools such as Word, Excel, PowerPoint, and Outlook
 - b. receives, sorts, logs, tracks and distributes incoming mail, correspondence and briefing notes
 - c. identifies priority mail items, attaches related files, forwards to the appropriate staff member for response and follows-up to ensure timely responses are received in the Director's office
 - d. maintains a Bring Forward (BF) system to ensure issues are tracked and addressed and deadlines are met
 - e. drafts routine correspondence and acknowledgements and signs on behalf of the Director
 - f. responds to routine verbal and written enquiries from the general public, government staff and other agencies and redirects calls and correspondence to the appropriate staff, when necessary
 - g. sets up and maintains the ARCS/ORCS records management system for the work unit ensuring the proper storage, retrieval and disposal of the unit's records
 - h. maintains the Director's calendar
 - i. makes travel arrangements for the Director and other work unit staff and assists them in completing online expense claims
 - j. schedules meetings, makes necessary arrangements (e.g., meeting dates and locations, required equipment, and catering), prepares agendas with pertinent background information, tracks action items, and takes and distributes minutes
2. Provides administrative and financial support for the unit
 - a. organizes administrative processes for the work unit to meet corporate ministry and central agency requirements (e.g., Corporate Accounting System, Product Distribution, i-Store, i-Expenses, Time on Line, Records Management, Facilities Management)
 - b. provides financial support such as monitoring expenditures, coding and processing business expense forms and invoices, reconciling purchase card expenditures and administering petty cash account
 - c. verifies and approves exceptions on Time on Line for unit staff prior to final approval by the Director
 - d. acts as the unit contact for facilities and equipment issues (e.g., furniture, computers, photocopiers, office moves, cell phones, Blackberries) and ensures problems are resolved
 - e. orders and maintains a stock of office supplies for the work unit
3. Performs other related duties
 - a. provides informal guidance to work unit staff on administrative procedures



REASON FOR CLASSIFICATION

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Job Title: Secretary to Director

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know a variety of secretarial, financial and administrative support functions and understand how they relate to corporate ministry and central agency requirements (e.g., Corporate Accounting Systems, Records Management, Facilities Management, Payroll) to organize office administration processes for the work unit and to provide program support to the Director and work unit staff.</p>	D	100
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to provide secretarial, financial, and administrative support for a work unit including typing and preparing a variety of documents and other materials, arranging meetings, making travel arrangements, maintaining office supplies, processing invoices, and setting up and maintaining a records management system.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing an explanation of office procedures and practices to members of the public and ministry officials to resolve administrative problems.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to use a word processor to produce reports, correspondence and materials with speed and accuracy.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, selects courses of action to complete assignments using past practice or previous instruction to organize office administration processes for the work unit and provide secretarial, financial, and administrative support including typing and preparing a variety of documents and other materials, arranging meetings, making travel arrangements and setting up a records management system for the unit.</p>	C	50
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to verify coding on business expense forms and check for accuracy and completeness.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to set up and maintain a multiple user ARCS/ORCS records management system for the work unit.</p>	D	22.5

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide informal guidance to unit staff on administrative procedures.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually focus on source documents and use a computer to produce correspondence, memos, reports, and other materials.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently keyboard with speed and accuracy to produce correspondence and reports.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 340

Level: Range 9