

JOB DESCRIPTION

Benchmark Job #110

Ministry: Environment, Lands and Parks
Branch: Regional Water Management
Location: Kamloops

Working Title: **Administrative Secretary - Water Management**
Level: Range 9
Classification: Clerk Stenographer

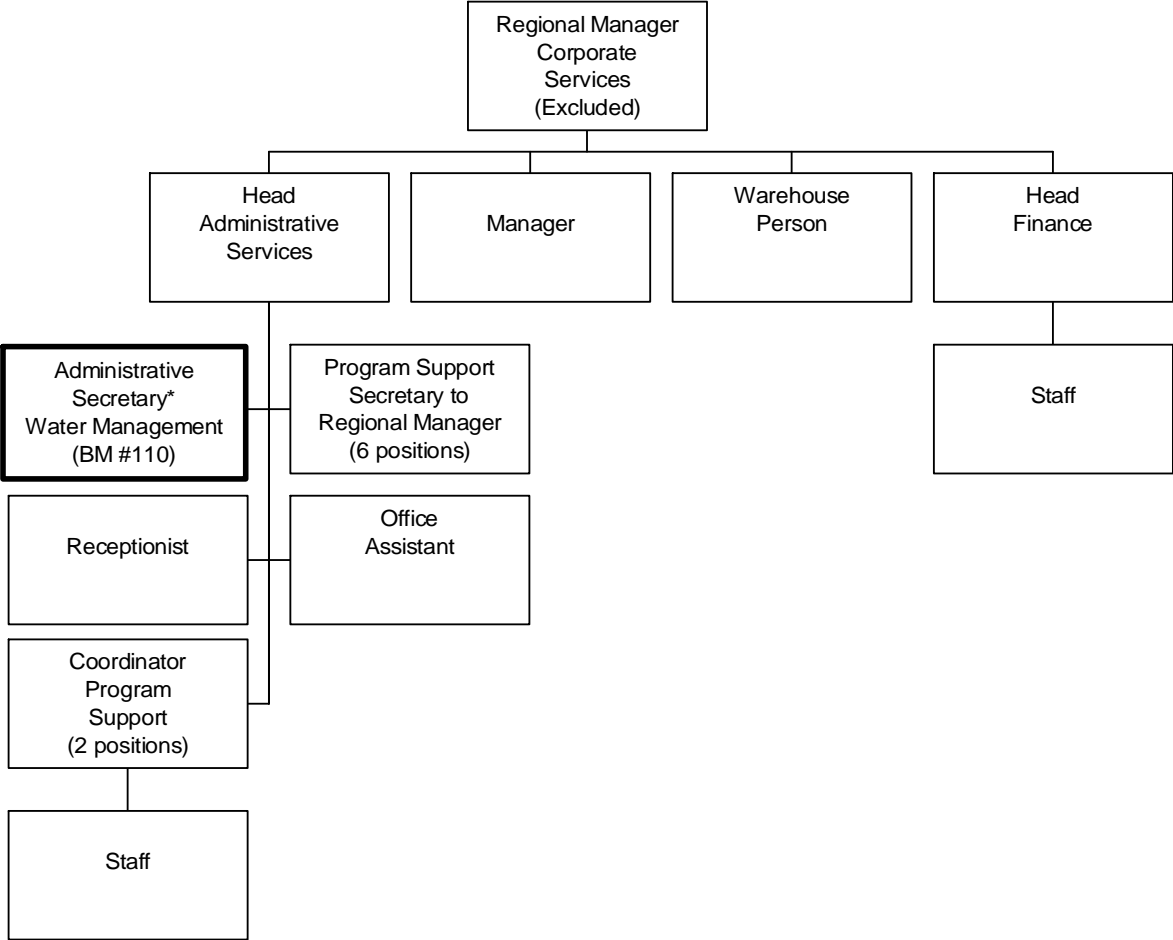
PRIMARY FUNCTION

To provide administrative and secretarial support services to the Regional Manager and program staff of the Water Management and Forest Renewal BC units.

JOB DUTIES AND TASKS

1. Provides program support duties
 - a. reviews incoming mail; assigns priority to mail and distributes; prepares outgoing mail; sends and receives courier packages and processes related paper work
 - b. receives incoming calls on matters such as flooding, snow surveys, covenants, licences, licence and permit approvals, explains delays and provides general information or refers to a staff member or the supervisor
 - c. forwards inquiries on Water Management matters from the public to appropriate staff; pulls requested information from files or newspaper clippings
 - d. establishes and updates Bring Forward System for completion dates and response deadlines
2. Provides secretarial support services to manager and program staff following office standards set by the supervisor
 - a. keyboards correspondence and reports using a computer, spreadsheets and databases
 - b. drafts routine correspondence for management or program staff signature in response to enquiries
 - c. transcribes letters, file notes and minutes of meetings; takes meeting minutes and distributes
 - d. performs data entry on the Flood Data Index
 - e. sets up, maintains, retrieves, stores and classifies program files using ARCS/ORCS system; updates computerized system
 - f. assigns file numbers to reports, correspondence and email messages
 - g. arranges travel plans and meetings for manager and program staff; arranges meeting rooms and equipment; distributes agendas and related material
 - h. receives and forwards Freedom of Information requests to appropriate program staff in the region; conveys information between program staff and the requestor and forwards completed files to headquarters
3. Performs other related duties
 - a. completes requisition forms for supplies needed such as photocopy supplies
 - b. signs receipt for office supplies received
 - c. provides informal orientation to the workplace to new employees
 - d. maintains sign-out log for shared equipment, including keys to shared vehicles
 - e. initiates photocopier and printer maintenance, as key operator
 - f. maintains staff check-in/check-out system and records daily staff attendance
 - g. maintains water program library database

ORGANIZATION CHART
Benchmark Job #110



* supports program staff

REASON FOR CLASSIFICATION

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Job Title: Administrative Secretary - Water Management

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know a variety of administrative and secretarial functions and understand how they relate to the water management and Forest Renewal BC programs to provide program support, word process correspondence, reports, letter and tables, organize and maintain filing systems, assemble reports and provide secretarial support.</p>	D	100
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to provide administrative and secretarial support, draft routine correspondence, compile reports, organize and maintain filing systems, arrange meetings and travel for the manager and program staff and word process documents.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to explain approvals and delays of licences to clients.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to use a computer to produce reports, correspondence and materials with speed and accuracy.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, using written instructions, changes the order of completion to meet immediate requests or demands in performing several functions, to prepare correspondence, reports and tables on word processor, maintain filing system, transcribe notes and minutes from meetings, direct inquiries to appropriate staff and arrange meetings and travel for manager and program staff.</p>	B	30
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to send and receive courier packages and process related paperwork.</p>	B	10
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to set up a multiple user information system by setting up, maintaining, retrieving, storing and classifying program files for the water management program.</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 orientation to the workplace to new employees.	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 reports and correspondence.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently keyboard with speed and accuracy to produce reports and correspondence.	C	12
12	SURROUNDINGS Exposure to occasional unpleasant dealings with upset public regarding licence delays.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 315

Level: Range 9