

# Job Description

## Administrative Clerk

## **PURPOSE OF THE POSITION**

(The main reason for the position, in what context and what is the overall end result)

The Administrative Clerk is responsible for providing administrative and clerical services in order to ensure effective and efficient administrative operations. The Administrative Clerk must comply with the Financial Administration Act, Generally Accepted Accounting Principles and settlement policies and procedures.

## **SCOPE**

(The way that the position contributes to and impacts on the organization)

The Administrative Clerk reports to the Senior Administrative Officer and is responsible for providing secretarial, administrative and clerical services to the First Nations Office.

## **RESPONSIBILITIES**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Provide secretarial and administrative support in order to ensure effective and efficient office operations

### Main Activities:

- Types agendas for meetings
- Prepares meeting packages and distributes to Council Members at least two days prior to the meeting
- Attends, records and transcribes minutes of all First Nation Meetings
- Transcribes formats, inputs, edits, retrieves, copies and transmits correspondence, documents, data and graphics
- Word processes all manuscripts, letters, documents and proposals
- Records, date stamps and distributes all incoming mail
- Processes outgoing mail
- Compiles and maintain an up to date telephone directory of numbers and addresses
- Files all correspondence
- Updates the bulletin board by posting and removal of outdated materials
- Ensures the Administrative Offices, Reception Area and Council Chambers are kept clean and organized

2. Provide receptionist services

Main Activities:

- Greet and assist visitors in a courteous manner
- Answer phones in a courteous manners
- Record messages accurately
- Direct calls and respond to inquiries
- Makes appointments
- Provides information of as general nature

3. Perform other related duties as required

## **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- ✓ knowledge of office administration
- ✓ ability to maintain a high level of accuracy in preparing and entering information

### **Skills**

The incumbent must demonstrate the following skills:

- ✓ excellent interpersonal skills
- ✓ team building skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ attention to detail and high level of accuracy
- ✓ very effective organizational skills
- ✓ effective written communications skills
- ✓ computer skills including the spreadsheet and wordprocessing programs, and e-mail at a highly proficient level
- ✓ stress management skills
- ✓ time management skills

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of the Finance and Administration Officer. The incumbent must also demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics

The incumbent would normally attain the required knowledge and skills through completion of office procedures coursework combined with related financial and administrative experience. Equivalencies will be considered.

## **WORKING CONDITIONS**

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

### **Physical Demands**

(The nature of physical effort leading to physical fatigue)

The Administrative Clerk will spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Administrative Clerk will also have to do some lifting of supplies and materials from time to time.

### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The incumbent is located in a busy, open area office. The incumbent is faced with constant interruptions and must meet with others on a regular basis.

### **Sensory Demands**

(The nature of demands on the incumbent's senses)

The incumbent must spend long hours in intense concentration. The incumbent must also spend long hours on the computer entering financial information which requires attention to detail and high levels of accuracy.

### **Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

There are a number of deadlines associated with this position, which may cause significant stress. The incumbent must also deal with a wide variety of people on various issues.

## CERTIFICATION

<hr/>	<hr/>
Employee Signature	Supervisor's Title
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Printed Name                      Date	Supervisor's Signature              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.
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Senior Administrative Officer	Date
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

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