

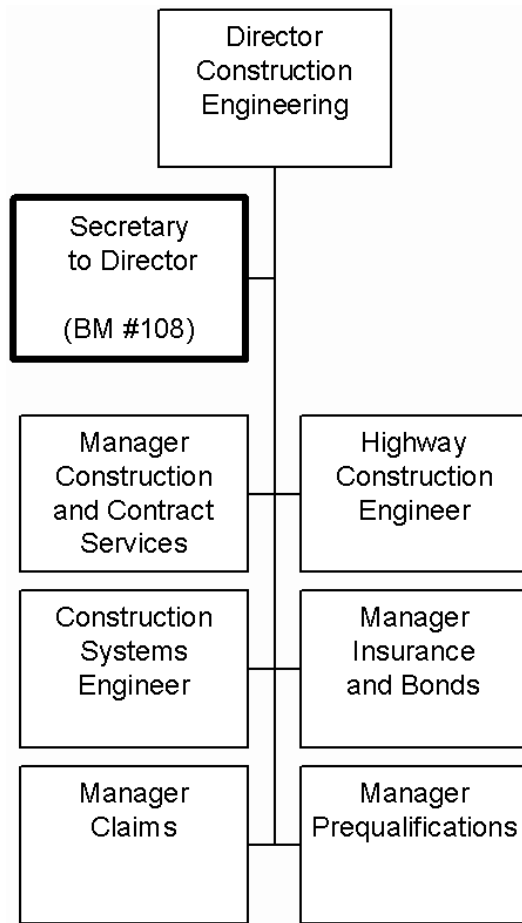
Position: Benchmark Job #108
Ministry: Transportation and Highways
Working Title: Secretary to Director
Branch: Construction Engineering
Level: Range 9
Location: Victoria
NOC Code: 1241

PRIMARY FUNCTION

To provide secretarial and administrative support services to the Director, Construction Engineering.

JOB DUTIES AND TASKS

1. Provides secretarial support to the Director
 - a. opens, sorts, dates and records Director's daily mail
 - b. identifies priority mail items, attaches related files, forwards to the appropriate Managers for responses and follows-up to ensure timely responses are received in the Director's office
 - c. maintains a Bring Forward (BF) system to ensure deadlines are met on reports and correspondence
 - d. drafts routine correspondence and acknowledgements and signs on behalf of the Director
 - e. transcribes letters, memoranda, reports, budgets, briefing notes and Treasury Board submissions from hand-written notes, shorthand or dictaphone using a word processor
 - f. responds to routine enquiries by telephone or in person from the general public and ministry officials and redirects calls to appropriate staff, when necessary
 - g. sets up and maintains the branch ARCS/ORCS filing system, including arranging for off-site storage and retrieval
 - h. schedules meetings for the Director, including maintaining the Director's calendar
 - i. makes travel arrangements for the Director, arranges travel advances and completes expense claim forms
2. Provides administrative support for branch and committee meetings
 - a. types and distributes meeting agendas, compiles supporting documents and forwards to branch and committee members
 - b. arranges dates, time and places for meetings and books meeting rooms
 - c. contacts branch and committee members in advance of meetings to confirm meeting times, locations and agenda
 - d. takes and transcribes meeting minutes, solicits Director's approval and distributes to branch and committee members
3. Provides other related duties
 - a. orders and maintains stock of office supplies
 - b. processes travel vouchers and invoices including coding and checking for accuracy and completeness



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Know a variety of secretarial and administrative support functions and understand how they relate to branch and ministry office standards to draft and transcribe routine correspondence and meeting minutes, arrange meetings, make travel arrangements, process invoices and set up and maintain a branch filing system.</p>	D	100
2	<p>MENTAL DEMANDS</p> <p>Judgement to recognize known differences and determine the priority of tasks to provide secretarial and administrative support, draft and transcribe routine correspondence and meeting minutes, arrange meetings, make travel arrangements, maintain office supplies, process invoices and set up and maintain a branch filing system.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS</p> <p>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</p> <p>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</p> <p>Guided by specific procedures, selects courses of action to complete assignments using past practice or previous instruction to provide secretarial and administrative support, draft and transcribe routine correspondence and meeting minutes, arrange meetings, make travel arrangements and set up a branch filing system.</p>	C	50
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Some financial responsibility to verify coding on travel and expense vouchers and check for accuracy and completeness.</p>	C	15

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to set up and maintain a multiple user ARCS/ORCS filing system for the Director.	D	22.5
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide informal guidance to branch 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 word processor to produce correspondence, memos and reports.	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