

Position Number: **Benchmark Job #109**

Ministry: Aboriginal Affairs

Branch: Communications

Location: Victoria

Working Title: **Secretary to Director**

Level: Range 9

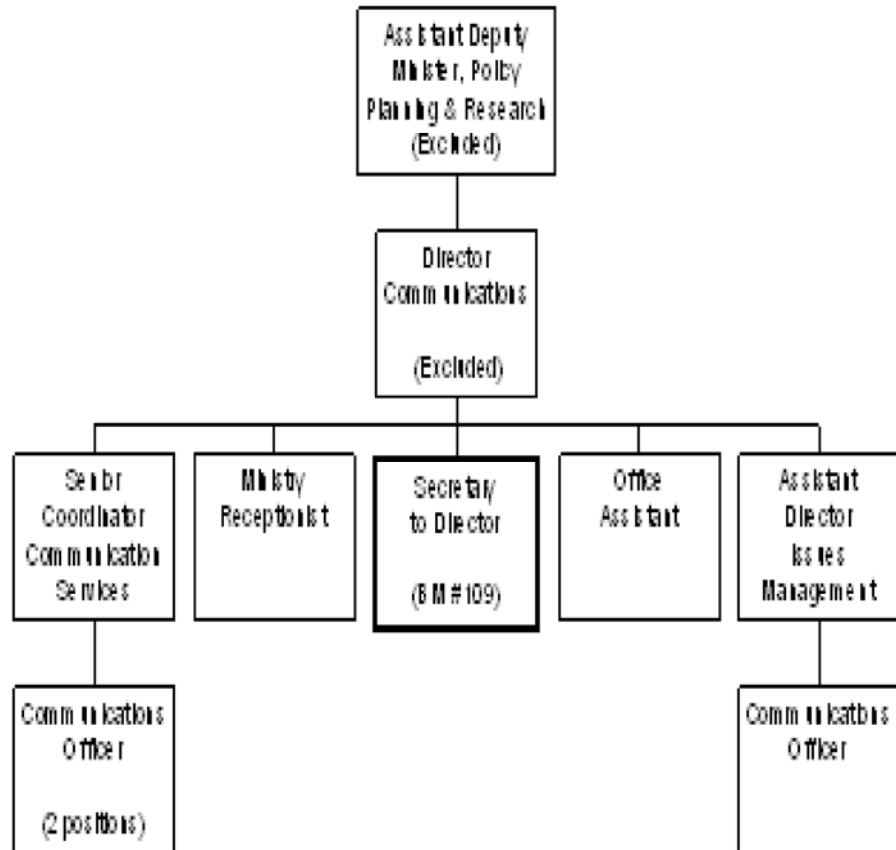
NOC Code: 1241

## PRIMARY FUNCTION

To provide secretarial and clerical support services to the Director of Communications and the branch.

## JOB DUTIES AND TASKS

1. Provides secretarial support services
  - a. composes and keyboards routine correspondence for the branch
  - b. transcribes, keyboards and formats letters, memoranda, reports, briefing notes, Treasury Board and Cabinet Submissions on word processor from hand-written notes
  - c. compiles correspondence packages for the signature of the Director, Premier, Minister and Deputy Minister
  - d. distributes correspondence and assignments to branch staff as directed
  - e. organizes and maintains bring forward system, electronic mail system and assignment logs
  - f. sets up, maintains, classifies and updates branch ARCS/ORCS filing system of records, reports and correspondence
  - g. maintains log of staff leaves
  - h. prepares travel vouchers, business expense forms, local minor purchase orders and Queen's Printer requisitions
  - i. processes invoices including coding and checking for accuracy and completeness
  - j. opens, logs, prioritizes and distributes incoming mail for the branch and prepares outgoing mail
  - k. responds to general enquiries related to the Branch from the public, government staff and agencies; redirects calls as required; enters information onto Enquiry Tracking System and prepares reports as requested
2. Provides clerical support for meetings, open houses and public information sessions
  - a. arranges meetings and makes travel arrangements for branch staff
  - b. assembles information for packages to be used in open houses and public information sessions
  - c. keyboards and distributes agendas for meetings
  - d. arranges date, time and place for meetings and books meeting rooms
3. Performs other related duties
  - a. sends and receives courier packages and processes related paperwork
  - b. provides orientation to the workplace to new employees



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p><b>JOB KNOWLEDGE</b></p> <p>Know a variety of secretarial and clerical functions and understand how they relate to the communications office to provide secretarial support, word process and prepare correspondence packages for signature, organize and maintain filing systems, process invoices, arrange meetings and travel for Director and open, prioritize and distribute mail.</p>	C	60
2	<p><b>MENTAL DEMANDS</b></p> <p>Judgement to recognize known differences and determine the priority of tasks to provide secretarial support, compose correspondence, maintain filing systems, arrange meetings and travel, word process documents and prepare correspondence packages.</p>	C	60
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b></p> <p>Tact required to exchange information with staff and answer general enquiries related to the branch with the public and agencies.</p>	B	20
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b></p> <p>Significant coordination and dexterity required to use word processor to produce reports, correspondence and materials with speed and accuracy.</p>	D	22.5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b></p> <p>Guided by specific procedures, select a course of action to complete assignments using previous instruction to coordinate office administrative functions, provide secretarial services, open, prioritize and distribute mail, prepare correspondence packages for signature, prepare correspondence, reports, forms and invoices, organize filing systems and arrange meetings and travel.</p>	C	50
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b></p> <p>Some financial responsibility to process invoices, including coding and checking for accuracy and completeness.</p>	C	15

<b>FACTOR</b>	<b>REASON FOR CLASSIFICATION</b>	<b>DEGREE</b>	<b>POINTS</b>
7	<b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility to set up a multiple user information system by setting up, sorting, maintaining and retrieving branch files and classifying, updating and maintaining ARCS/ORCS filing system.	D	22.5
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Responsibility for own well-being and safety in a low risk environment.	A	5
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently visually focus on documents to keyboard to produce materials, reports and correspondence.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently keyboard with speed and accuracy to produce materials, reports and correspondence.	C	12
12	<b>SURROUNDINGS</b> Exposure to office setting with minimal disagreeable elements.	A	2
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 290

Level: Range 9