

Position Description

Position Information	
Title: Administrative Assistant (AY4)	
Department: Manitoba Justice	Division/Branch: Corporate & Strategic Services Division
Purpose: This section describes the reason the position exists in two to three sentences.	
<p>The Administrative Assistant provides administrative and professional support to the Executive Director and acts as a liaison between various divisional offices and other government departments. The incumbent provides core services in relation to the operation of the relevant Branch and its dealings with the Assistant Deputy Minister and Deputy Minister's office. The incumbent provides information and direction to government officials, civil servants and officials from other agencies.</p>	
Key Responsibilities: This section describes three to seven of the most important responsibilities of the position.	
<ul style="list-style-type: none">• Directs the flow of information in the Executive Director's office by reviewing and collecting incoming material; initiating actions highlighting matters for immediate attention; preparing replies on behalf of the Executive Director.• Manages confidential and sensitive material for the Executive Director by maintaining discretion in the preparation of such material.• Proofreads and ensures documents are prepared according to departmental policies and procedures.• Drafts routine correspondence for the Executive Director and the senior management team.• The incumbent is responsible for coordinating and facilitating any and all associated travel, meetings and scheduling matters.• Prepares and maintains a system for filing and posting of divisional and branch policies.• Maintains an electronic calendar for the Executive Director; arranges meetings and ensures relevant materials are provided for meetings.• Prepares materials and reserves necessary boardrooms for meetings and training.• Develops and controls the maintenance of the filing system for Corporate Services, including archiving files with Records Authority Schedules.• Preparing employee attendance reports on a bi-weekly basis and ensuring proper approvals and signatures are obtained.• Processing employees' time leave compensation request.• Ensuring the accuracy of all balances of overtime, vacation and sick leave.	

Essential Qualifications: This section specifies the education, certification, technical or specialized experience, knowledge and/or skills required to perform the duties of the position. Include no more than eight.

- Post-secondary education with certificate or diploma in business administration, office management, management training, or an equivalent combination of education, training and experience
- The incumbent prioritizes workload based on knowledge and understanding of government and departmental programs, priorities and objectives.
- Works with minimal supervision in sensitive and confidential areas. The incumbent is expected to exercise initiative, strong planning and follow through skills.
- Ability to work independently and on own initiative with little direction.
- Strong organizational skills and ability to work well under time constraints and deadlines.
- Knowledge of departmental administrative systems and policies
- Ability to prioritize workload and multi-task.
- Flexibility to meet changes in schedules or work assignments.
- Ability to communicate with all levels of staff and stakeholders.
- Problem solving ability techniques in dealing with a variety of situations where discretion and independent judgement is required.

Authority: This section clarifies the roles regular influence/accountability over the what and the how for organizational resources, policies, program delivery, processes or task prioritization.

- Matters regarding policy or procedures in the absence of previously established directives and sensitive and media-related issues must be referred to the immediate supervisor.
- The incumbent is responsible for supervising any Step Students that are assigned to the area by establishing quality and quantity standards and ensuring they are met, showing how to do tasks and providing advice and guidance on work procedures.