



Administrative Assistant

Job Description

CLASSIFICATION JOB INFORMATION

SAP Job ID:	90000037
Position/Classification Title:	Administrative Assistant
Pay Grade:	
Add-On Eligibility:	False
Standardized:	No
Inactive	No
Date Last Evaluated:	2/10/2014

JOB INFORMATION

Job/Working Title:	Administrative Assistant
Department:	Justice
Division/Section:	Correctional Services
Reports To (Position Title):	
Exclusion Status:	Excluded

OVERALL PURPOSE

Is accountable to provide a full range of clerical, administrative, and coordination services necessary to support the Deputy Superintendent, Cumberland Correctional Facility while maintaining, establishing, and enhancing effective relationships with staff within the facility , the division and outside agencies

KEY RESPONSIBILITIES

Assists the Deputy Superintendent in monitoring internal obligations as it relates to the implementation of policies and procedures and standard local operating procedures by organizing the flow of work according to importance and deadline, performing reception duties, taking messages and receiving and responding to telephone, mail and e-mail enquiries to the office of the Deputy Superintendent.
Assists the Deputy Superintendent in tracking administrative performance standards by maintaining systems for matters to include, performance appraisals, increments, casual conversion records and position number tracking.
Assists the Deputy Superintendent with clerical and administrative support, while maintaining a high level of confidentiality in such matters as investigations, allegations of abuse, Criminal Record checks, grievances, and staff relation matters. Also ensures confidentiality as it relates to offender records. Completes month end reports including Prisoner Maintenance Reports. Provides administrative support to Health Care (VON)
Enters all JEIN Admission and Discharge records related to remanded and sentenced offenders in the facility as well as in Antigonish Correctional Facility in the absence of the Administrative Clerk at that facility. Acts as second- level sentence calculation check of sentenced offenders.
Maintains, updates and stores all manual offender and facility files. Codes and records all files for Star and Stor System. Assumes responsibilities as it relates to room bookings for training, case conferences and meetings when required.

Ensures that tracking and data entry is completed as it relates to SAP and Learn Net. The incumbent is responsible to maintain all training records and data entry on Learn Net. Occasional data research is required for the Deputy Superintendent or Head Office

Responsible for completing purchase orders including typing, filing and mailing. Ensures that the facility's Petty Cash Account is managed appropriately, including disbursement and replenishment as well as having signing authority. Care and control of all offender canteen items, monies, personal effects such as wallets, jewelry cell phones until their release. Care and control of staff meal tickets

May perform other related duties as assigned

In addition to the knowledge, skills and abilities outlined in the job description, this job may include other, assignment-specific requirements (ex: French language, drivers license, membership in an employment equity group or security screening, etc.)

SCOPE

Contacts (Typical):	<p>Contacts with Executive Director, Directors Correctional Services, Superintendents and Deputy Superintendents of 6 adult and youth correctional facilities, Managers, Policy and Programs, and Provincial Program Officers and Training.</p> <p>Frequent contact with staff at all levels of Correctional Services and Justice Departments including Senior Probation and Probation Officers, Sheriffs, Court Services, Public Prosecution Service, Human Resources. Regular Contact with stakeholders, Ombudsmen Office,</p>
Innovation:	<p>Resolves issues identified daily through research and past experience, while developing new solutions and ideas.</p> <p>Seeks to improve processes by implementing new ideas and through the creation of tools such as spread sheets, tracking forms, schedules and calenders to ensure deadlines are met daily, weekly and monthly.</p> <p>Required to work independently in the absence of the Deputy Superintendent, using sound judgement, discretion and maintaining high level of confidentiality and trust and efficiency responding to requests and information from Director's and Executive Director's offices. Must posses the ability to identify potentially problematic situations as may arise and advise Superintendent and 1 or Deputy Superintendents.</p> <p>Seeks to improves one's own approach to work and tasks identified by the Deputy Superintendent</p>
Decision Making:	<p>The incumbent is responsible to make decisions on a routine, day to day basis regarding administrative requirements while adhering to deadlines and priorities set by the Deputy Superintendent, Directors and Executive Director, Correctional Services.</p> <p>The Deputy Superintendent will make the decisions directly related in those situations where deadlines cannot be met due to unforeseen circumstances or imposed priorities.</p> <p>A usual type of decision made by the incumbent would be correcting errors as it relates to administration of sentences and sentence calculations and decisions in referring matters that require the assistance of internal and external resources in a timely matter</p>
Impact of Results:	Results achieved affect the productivity and effectiveness of the office of the Deputy Superintendent and impact on the day to day operational policies and procedures, and the administrative responsibilities of the Cumberland Correctional Facility

People Management:

	# Direct Resources Managed	# Indirect Resources Managed
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Additional Information (if required):	This Job Reports to: Deputy Superintendent, Cumberland Correctional Facility Job Titles and Number of Incumbents Reporting Directly to this Job: NA
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LICENSES/CERTIFICATIONS

Data From Conversion:	Other important information that will assist the reader with a further appreciation of what is typical of this job:
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WORKING CONDITIONS

Physical Effort

Physical Environment

Sensory Attention

Psychological Pressures

Examples/ Additional Information:	A Physical Environment I-Moderate Examples: Primarily office related work. Limited space when doing canteen, meal tickets.
Data From Conversion:	B Physical Effort 1- Minimal Examples: Primarily office related work consisting of sitting and frequently moving about and bending.
	C Sensory Attention 2- Moderate Examples: Normal physical and mental strain which involves listening, reading, typing, and filing. Increased strain on concentration due to high traffic area and increased noise in open office.
	D Mental Pressures 2- Moderate Examples: Mental strain will result from high volume of deadlines and need for accuracy, conflicting demands and accurately interpreting court orders.