

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title Administrative Assistant to the Executive Director		Name	
Position Number	Reports to Position No., Class & Level gr	Division, Branch/Unit	Ministry Alberta Justice and Solicitor General
Present Class New Position		Requested Class	
Dept ID	Program Code	Project Code (if applicable)	

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

The Administrative Assistant, reporting to the Executive Officer, will provide operational and administrative services to the Executive Director and Executive Officer in the Office of the Chief Judge. The incumbent will provide a variety of extensive administrative support functions while managing highly confidential correspondence.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

Providing personal and confidential administrative services for the Executive Director by:

- Composing, editing, proofreading and formatting a variety of letters, reports and general correspondence.
- Preparing spreadsheets, charts and graphs through the use of technology.
- Providing logistical support for meetings by scheduling dates, preparing agendas, compiling and coordinating meeting materials and ensuring a boardroom is booked.
- Tracking and monitoring any actions arising from the various meetings and ensuring they are completed on time.
- Coordinating correspondence briefing materials such as legal correspondence, letters, reports, memoranda and action requests.
- Providing the Executive Director with all background information on all inquiries requiring further follow-up.
- Responding to general inquiries from a variety of people and providing general information.
- Providing effective diary management and a bring forward system by prioritizing incoming and outgoing correspondence for responses and follow-up action.
- Receiving all incoming mail and other internal and external correspondence. And if required, attaching the appropriate file to the new correspondence. Follow up on the preparation of responses.
- Screening telephone calls, determine the nature of the call and responding or forwarding to the appropriate individual or area.
- Establishing and maintaining an accurate and detailed filing system for both electronic and paper systems.

Arranging all travel arrangements and processing and reconciling the Executive Director's expenses by:

- Managing all aspects of travel arrangements, including preparing and reconciling expense accounts, for the Judges conference(s), meetings, workshops and legal educational seminars that the Executive Director attends.
- Interpreting amendments to the Travel Expense Guidelines, and advising the Executive Director of any changes.
- Monitoring expenditures and reconciling travel expense billings and ensuring they are accurate and within policy guidelines.

Ensuring all steps are taken in the completion of committee work by:

- Assisting the Executive Director in relation to the internal and external committees that he is a member of by organizing committee meetings, arranging meeting venues, teleconference facilities and other logistical support.
- As required by the Executive Director attending committee meetings to take and compose minutes of the meeting.
- Assist in the preparation of PowerPoint presentations when required.

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Performing research for the Executive Director by:

- Researching information for speeches to be presented at a variety of meetings and conferences.
- Researching available education seminars for the Executive Director.

Providing Administrative Assistance to the Executive Officer to the Chief Judge by:

- Managing the Complaint Status Report by ensuring that all complaints are recorded and tracked.
- Taking the lead or back-up responsibilities on a variety of duties performed by the Office of the Chief Judge including the Judges Professional Allowance and Bar Admissions to the Provincial Court.
- Maintaining the Alberta Court Calendar.
- Purchasing general office supplies in accordance with the Government of Alberta Supply Arrangements and Direct Purchase Administrative Practices.
- Supporting the leave, hiring and other routine personnel duties for the Office of the Chief Judge employees.
- Developing and maintain a procedural manual of work duties and processes and instructing newly hired employees on work activities, and instructing peers for cross-training purposes.

Supporting Relationships with Direct Reports of Executive Director by:

- Co-ordinating staff meetings and individual meetings with direct reports
- Tracking and monitoring performance appraisals
- Maintaining tracking system for assignments to direct reports
- Supporting direct reports as required

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

Reporting to the Executive Officer to the Chief Judge, this position performs a variety of complex support services to the Executive Director, Executive Officer, and the Provincial Court Judiciary. The incumbent of this position is expected to have a professional manner and use initiative, sound judgment, diplomacy and discretion in the handling of day-to-day and emergent situations. The position will liaise with a large and varied number of people including the judiciary, members of the legal profession, managers and other staff in the Chief Judge's office.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

- Considerable working knowledge of court and government systems and processes, legislation and departmental and office policies, procedures and programs.
- Working knowledge of legal procedures and legal terminology.
- Excellent proofreading and editing skills, with attention to detail.
- Ability to work under pressure with minimum supervision.
- Considerable experience in providing executive secretarial support in a professional environment.
- Excellent organizational, time management, interpersonal and problem solving skills.
- Ability to maintain a high degree of professionalism, discretion and tact.
- Ability to exercise sound judgment in dealing with sensitive and confidential matters.
- Ability to analyse and resolve administrative and procedural problems.

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- Ability to maintain strong relationships with the Provincial Court Judges, Court Senior Managers, co-workers, and senior contacts from various professional, academic and government agencies.
- Advanced skills in computer applications including word processing, spreadsheets and presentation software.
- In-depth knowledge of business communication practices and procedures.
- Excellent grammar and vocabulary skills, and the ability to communicate effectively both orally and in writing.

Two year diploma in a related field plus a minimum of three years progressively responsible related experience; or equivalency of directly related education or experience on the basis of 1 year of education for 1 year of experience or vice versa. Legal experience is an asset.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

Contacts are wide and varied and include:

Alberta Provincial Court Judges
Assistant Deputy Minister's office for Resolution and Court Administration Services Division
Members of the Legal Profession
Office of the Chief Judge employees
Senior Managers
Senior Judicial Clerks
Government Ministries
Other divisions within Alberta Justice and Solicitor General
Other Provincial Courts in Provinces across Canada
Universities and other Academic organizations

This position develops and maintains working relationships with the above noted groups. The purpose of the contact is broad and can be to resolve issues, provide information, research information and for information exchange.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

None

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

New position

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide Page 16)

Incumbent

Name

Date

Manager

Signature

Division Director/ADM