

Update

Ministry

Justice and Solicitor General

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Inventory

Current Class

Operational Services 3

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

VACANT

Organizational Structure

Division, Branch/Unit

Court Justice Services

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Gregor Nutter

Supervisor's Current Class

Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Court Technology Services (CTS) provides Information Technology (IT) and Audio Visual (AV) support for the Court Justice Services (CJS) division, Provincial Court of Alberta, Court of King's Bench of Alberta, and the Alberta Court of Appeal.

CTS receives a high volume of computer, data centre, networking, and audio visual equipment each year.

This position is required to accurately document the flow of equipment into and out of the organization as well as organize the storage of the equipment until it is deployed.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Receiving

- enter new items into CTS inventory, ensuring that all data fields are accurate, and that a CTS asset tag is properly assigned to each new item
- update existing CTS inventory information for any items received previously
- update spreadsheets for the Capital Evergreen project
- work with GoA Finance to make sure that the appropriate Capital Evergreen documentation is updated
- move items to the appropriate storage location
- prepare items for shipment to desired Court location for installation if necessary

Surplus

- receive items from other Court locations destined for surplus
- move items to the appropriate storage location
- enter item details into surplus declarations and update item status in CTS inventory
- interface with GoA surplus sales to arrange for pickup of items when declarations are complete
- package items for pickup by surplus
- update CTS inventory to indicate removal of items
- send updates to GoA Finance if item was purchased using capital funds
- send completed paperwork to CTS administration

Verification

- validate previous fiscal year purchases by Capital Evergreen project by comparing information entered into CTS Inventory using Purchase Orders, Packing Slips, Invoices, and item verification

Problem Solving

Typical problems solved:

Position follows defined processes related to financial and administrative documentation for asset inventory functions.

Types of guidance available for problem solving:

Assistance from other CTS staff is available when needed to complete the tasks or discuss issues as they arise.

Direct or indirect impacts of decisions:

Accuracy of financial information and asset tracking information are the main goals of this position.

Key Relationships

Major stakeholders and purpose of interactions:

Internal CTS staff - Daily interaction, direct contact to initiate tasks related to operational and project work

Internal GoA staff - Bi-weekly interaction, contact with finance, procurement, surplus

External stakeholders - Weekly interaction, contact with vendors and couriers/shipping

Required Education, Experience and Technical Competencies

Education Level

Diploma (2 year)

Focus/Major

Science

2nd Major/Minor if applicable

Designation

If other, specify:

Or a 4 year degree in computer sciences

Job-specific experience, technical competencies, certification and/or training:

Familiar with the different types of computer and AV equipment available in order to be able to properly identify the assets that will be handled.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Observes and understands larger impact of role: <ul style="list-style-type: none"> • Sees impact of work on organization; anticipates change in own area based on activities in other areas • Considers how own work impacts others and vice versa • Ask questions to understand broader goals • Aware of how organization adds value for clients and stakeholders 	Understands the importance of assigned tasks and how attention to detail can have a positive influence on future accomplishments by the CTS team
Agility	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Understands need for change and manages own emotions: <ul style="list-style-type: none"> • Uses common sense and past experience to approach ambiguous problems • Prevents emotions from affecting others negatively • Looks for information on changes • Open to new ideas and helping co-workers 	Willing to jump in and help the rest of the CTS team when required

Develop Networks	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Maintains collegial internal relationships and understands external network: <ul style="list-style-type: none"> • Seeks to understand perspectives and needs of others • Follows through, has integrity and respect for others • Helps and follows through • Keeps key stakeholders informed; is professional and respectful 	Builds mutually beneficial relationships with the CTS team and the many different stakeholders that they work with
Develop Self and Others	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Develops own career and reduces barriers for others: <ul style="list-style-type: none"> • Creates development plan with supervisor and seeks feedback • Reflects on performance to identify areas of improvement • Offers knowledge and insight to others • Supports career development of direct reports 	Shares knowledge and experience with others to increase the effectiveness of the CTS team

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Operational Services - Subsidiary 1
 Benchmark Evaluation - Receiver

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name	Date yyyy-mm-dd	Employee Signature
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature