



# Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

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JD #:	<b>JD00643</b>	Pay Grade:	<b>6</b>
JD Title:	<b>Administrative Assistant (III)</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Administrative</b>		

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## General Description

Oversee the day-to-day administrative operations of a department. Establishes priorities and schedules of projects. Participates in the development and implementation of projects, work methods and procedures and recommends procedural changes to improve unit efficiency, including recommendations on staffing requirements. Responsible for providing direction to others in how to carry out work tasks.

## Representative Duties & Responsibilities

- Participate in the development and implementation of projects, work methods and procedures. Recommend procedural changes to improve unit efficiency, including recommendations on staff requirements.
- Follow up on and ensure appropriate implementation of decisions made by supervisor.
- Resolve complex problems within area of responsibility, consult relevant documentation, and liaise with appropriate resource persons to obtain and provide information on a variety of diverse and complex administrative issues.
- Collect, analyze, assess, and summarize information relevant to the decision making process and develop recommendations for final approval and implementation.
- Develop estimates of time and resources for various activities and events.
- Contribute to the development of budgets for review and approval.
- Implement and maintain budgets. Create financial projections and make adjustments to budgets throughout the fiscal year.
- Exercise appropriate controls, monitor, and reconcile accounts.
- Establish priorities for general office operations.
- Plan and coordinate a variety of events and activities such as conferences, seminars, and workshops.
- Answer complex inquiries via telephone, email, and in person that are specific in nature and require a specialized knowledge of policies and procedures.
- Utilize discretion and judgment to screen visitors and telephone calls, and notify appropriate personnel.
- Complete financial forms such as travel expense reports, electronic cheque requisitions, purchase orders and journal entries.
- Write a variety of documents such as correspondence, procedure manuals, reports, and minutes.
- Conduct database, literature, and web searches to find references and articles used for a variety of documents, reports, and publications.
- Provide policy and procedure information to others.
- Gather and compile the paperwork required to facilitate hiring and payment processes.
- Collect, verify, and input data into a variety of spreadsheets and databases.
- Coordinate the calendar of supervisor and others and resolve scheduling conflicts.
- Write a variety of formal notes and records such as meeting minutes.
- Update and maintain information on websites and social networks.
- Format, word process, edit, and proofread a variety of documents and materials.
- Apply standard mathematical skills such as calculations, formulas, and equations to perform a variety of calculations.
- Monitor and order office supplies.
- Source and obtain pricing information for office supplies and equipment.
- Set up and maintain filing systems, both electronic and hard copy.

## **Representative Duties & Responsibilities**

- Classify, sort, and file correspondence, records, and other documents.
- Update and maintain confidential files and records.
- Handle sensitive material in accordance with established policies.
- Assemble, copy, collate, and disseminate a variety of documents and materials.
- Open and distribute incoming mail and faxes.
- Prepare outgoing mail, faxes, and courier shipments.

## **Supervision**

- Provide direction to others in how to carry out work tasks.
- Ensure adherence to quality standards and procedures for short-term staff.

## **Qualifications**

- 2 year Community College diploma in Office Administration or related field of study.
- Requires 4 years of relevant experience.

## **Effort**

### **Physical Effort:**

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
  - Intermittent periods of keyboarding to word process documents, enter data into databases and enter financial information into spreadsheets.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

### **Mental Effort:**

- A typical work day consists of up to 2 hours of routine mental effort for activities such as:
  - Collecting routine information and files to word process routine documents such as correspondence and forms, and inputting data into spreadsheets and databases.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Participating in the development and implementation of projects, work methods and procedures. Recommending procedural changes to improve unit efficiency, including recommendations on staffing requirements.
  - Following up on and ensuring appropriate implementation of decisions made by supervisor.
  - Answering complex inquiries via telephone, email, and in person that are specific in nature and require a specialized knowledge of policies and procedures.
  - Developing estimates of time and resources for various activities and events.
  - Creating financial projections and making adjustments to budgets throughout the fiscal year.
- A typical work day occasionally requires high mental effort for activities such as:
  - Resolving complex problems within area of responsibility and consulting relevant documentation and liaising with appropriate resource persons to obtain and provide information on a variety of diverse and complex administrative issues.

## **Working Conditions**

### **Physical Environment:**

- There are no adverse physical environment conditions inherent to the job.

### **Psychological Environment:**

- Occasionally interacts with individuals who may be rude or upset.
- Frequently deals with multiple projects and simultaneous deadlines.

### **Health & Safety:**

- Risk to the incumbent is no higher than for the general population.

## Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	<b>JD00643</b>	Pay Grade:	<b>6</b>
JD Title:	<b>Administrative Assistant (III)</b>	Total Points:	<b>424</b>
Job Family:	<b>Administrative</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>4.0</b>	83
	2. Breadth of Knowledge	<b>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>2.0</b>	12
	4. Interpersonal Skill	<b>2.0</b>	23
	5. Education and Experience	<b>D3</b>	60
	6. Dexterity and Coordination	<b>2.0</b>	12
<b>Effort</b>	7. Physical Effort	<b>1.0</b>	3
	8. Mental Effort	<b>3.0</b>	55
<b>Responsibility</b>	9. Planning and Coordination	<b>3.0</b>	46
	10. Responsibility for Others	<b>2.0</b>	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>3.0</b>	66
<b>Working Conditions</b>	12. Physical Environment	<b>1.0</b>	3
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>1.0</b>	5