
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Clerk General

Grid: 35

Class Title: Administrative Assistant

Level Definition

Positions at this level co-ordinate, organize and evaluate the administrative support activities of assigned area and may supervise designated staff.

II. Typical Duties

1. Co-ordinates the administrative support activities of a variety of areas by organizing workflow and determining priorities in order to meet the needs and requirements of assigned area, resolving day-to-day problems and evaluating operating procedures of assigned area.
2. Oversees the maintenance of budget for assigned area by reviewing budget statements, making decisions with regard to the commitment of departmental funds, analyzing budget reports and recommending changes, projecting budgetary requirements and preparing budget submission for assigned area.
3. Discusses inquiries for information with a variety of senior positions, both internally and externally, in order to obtain and disclose information, and answers non-routine inquiries and complaints by determining the nature of the problem, providing information directly and/or corresponding.
4. Provides assistance on research projects by collecting data requiring the evaluation and determination of available sources, assembling and editing research papers, grant applications, reports, and preparing reports/papers into an appropriate format.
5. Supervises designated staff by performing duties such as scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
6. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, graduation from a recognized secretarial program including a recognized course in medical transcription and five years' recent, related experience including one year in a supervisory capacity or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.