



IDENTIFICATION

Department	Position Title	
Justice	Administrative Coordinator	
Position Number(s)	Community	Division/Region(s)
82-NEW	Yellowknife	Court Services/ Headquarters

PURPOSE OF THE POSITION

The Administrative Coordinator is responsible for providing professional administrative and financial support for the Director of Court Services and all the staff of the Division. Through this work, the incumbent contributes to the provision of effective and efficient services in support of the administration of justice in the Northwest Territories.

SCOPE

Reporting to the Director, this position is located in Court Services Administration and is responsible for the provision of clerical and administrative support to the Director as well as Court Services Division generally, comprising approximately 55 positions in three communities. The Division is responsible for the provision of support to the Judiciary, the court registries in Yellowknife, Hay River and Inuvik, sheriff services, court reporting, specialized courts, family law programs and the Justice of the Peace Program.

The incumbent supports the Director in dealing with time sensitive and highly confidential issues in respect of human resources and operational matters, and support in the effective management of the Division's \$13M+ budget. The incumbent is expected to anticipate and prepare for the Director's and divisional needs, and to demonstrate discretion and an understanding of the independence of the judicial branch of government, along with approval and decision-making processes of the Legislative Assembly, Cabinet and the Department.

The incumbent will play a key role in ensuring that timely and accurate information is provided in support of divisional activities. The incumbent must be self-motivated, detail oriented, organized, able to work independently in a multi-tasked environment in a manner that promotes confidence in Court Services and supports a positive relationship between the

Courts of the Northwest Territories and the Department of Justice. This position will undertake special projects of varying nature as and when required by the Director.

RESPONSIBILITIES

1. Provides a full range of administrative services for the Director of Court Services and the Court Services Division in accordance with Departmental guidelines, policies and procedures.

- Organizes and expedites flow of work through the Director's office and initiates follow-up action;
- Prepares and coordinates documentation related to human resources/labour relations of the Division;
- Coordinates staff training and development requests;
- Organizes and maintains a records management system (ARCS & ORCS), for both paper and electronic documents;
- Creates and maintains files and archives and disposes of files according to records management guidelines and retention schedules;
- Coordinates requests for statutory appointments for staff; Deputy Judges and Justices of the Peace;
- Tracks appointments for multiple boards and committees and BFs appointments for action to ensure quorum, and assists in the preparation of decision papers and information items in support of appointments;
- Maintains BF retrieval system and reminds divisional management of pending BF's to help ensure timely responses;
- Ensures office supplies are adequately stocked and organized;
- Schedules appointments and coordinates arrangements for meetings and conferences;
- Makes travel arrangements for staff. Ensures proper approvals are in place and prepares financial documents for processing;
- Assists in the compilation of statistics;
- Finalizes and disseminates policies and directives to divisional managers and staff;
- Proofreads and edits correspondence prepared by other members of the Division for the Director, Assistant Deputy Minister (Attorney General), Deputy Minister and Minister's signature;
- Coordinates mail to and from the Assistant Deputy Minister, Deputy Minister and Minister's office;
- Upon request, provides administrative support to the Northwest Territories Review Board and the Judicial Remuneration Commission, including coordination of meetings; and
- Provides backup administrative and reception services to other divisions as required.

2. Provides financial support to the Division.

- Processes various financial documents (invoices, journal vouchers, requisitions for service/supplies etc.) and maintains various logs of fees and payments;
- Ensures that all invoices are processed in accordance with established contracts, Standing Offer Agreements and the Business Incentive Policy;
- Responsible for the purchase of the Division’s equipment and supplies under \$5,000 using the GNWT procurement card, which requires maintaining records and reconciling monthly statements;
- Ensures that all processes and guidelines are followed in compliance with the *Financial Administration Act*, Financial Administration Manual and Policies and Procurement Shared Services practices;
- Initiates monthly divisional variance reporting process through dissemination of information to managers, review and collation of responses and coordination of timely review and submission to Corporate Services;
- Coordinates all year-end procedures and provides support to ensure that they are carried out in an accurate and timely manner; and
- Maintains BF system for contract files, and performs timely reviews to ensure payment, adequate commitment levels and continuity of services.

3. Provides administrative support to the Resource Centre

- Reviews court judgments and other decisions to determine whether publications bans are in place, and takes appropriate steps to edit or redact the judgments and decisions before posting to the NWT Courts website when filed (usually same day);
- Maintains collection of hard-copy materials in a manner that promotes accessibility for counsel and members of the public; and
- Provides access to members of the public during regular business hours when the facility is otherwise locked.

4. Provides program support to the Family Law section.

- Screens and processes family law mediation requests and refers appropriate files to mediators for the provision of services to members of the public; and
- Responds to general requests for information about Family Law Programs.

WORKING CONDITIONS

(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

Physical Demands

	Frequency	Duration	Intensity
Must be able to meet deadlines	Daily	3 hours	High
Lifting, stretching and carrying record boxes which can weigh up to 20 Kg each.	Monthly	7.5 hours	Moderate

Environmental Conditions

	Frequency	Duration	Intensity
As typically associated with an office environment.	Daily	7.5 hours	Normal

Sensory Demands

	Frequency	Duration	Intensity
Extended use of a computer to ensure that information is accurately entered can cause eyestrain and other physical discomforts.	Daily	Up to 6 hours a day	Moderate

Mental Demands

	Frequency	Duration	Intensity
Must be alert and attentive to details.	Daily	7.5 hours	Normal
Working on several tasks at one time where there are frequent and competing demands and deadlines.	Daily	7.5 hours	Moderate
Disturbing allegations and information gleaned from the Family Law Mediation Program can have an impact on personal & social life.	Weekly	Up to an hour	Moderate
Need to assist people under stress who do not understand the judicial system and become hostile or abusive. Verbal abuse is not uncommon.	Weekly	Up to an hour	Moderate

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to prioritize tasks, ensuring timely completion in absence of specific direction;
- Must be self-motivated, detailed oriented, organized, and able to work independently in a fast paced multi-tasked environment;
- Ability to work with minimal supervision;
- Working knowledge of legal terminology;
- Excellent verbal and written communication skills and the ability to deal with individuals where there is a high degree of tact and diplomacy required in a multi-faceted and stressful environment;
- Ability to problem solve and demonstrate good judgment;
- Ability to work in an automated office environment using Microsoft Office suite programs (Outlook, Word, Excel and Access);
- Ability to write, edit and format correspondence and documents so that they are clear, easy to understand and follow the rules of correct grammar, punctuation and spelling;
- Excellent proofreading skills;

- Ability to interpret policy, legislation, and financial directives to ensure forms are completed properly;
- Knowledge of records management policies and procedures, including records management standards and classification systems; and
- Knowledge of and the ability to communicate in a cross-cultural environment.

Typically, the above qualifications would be attained by:

This level of knowledge is most commonly acquired through a secretarial or business administration diploma program and a minimum of 2 years of progressive related experience. Financial and administrative experience within the GNWT or public sector is considered an asset.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) Intermediate (I) Advanced (A)
 - READING COMPREHENSION:
 - Basic (B) Intermediate (I) Advanced (A)
 - WRITING SKILLS:
 - Basic (B) Intermediate (I) Advanced (A)
- French preferred

Aboriginal language: To choose a language, click here.

- Required
- Preferred