

Tłchq Government Job Description

Job Title: Administrative Assistant
Department: Department of Culture and Lands Protection
Reports To: Executive Assistant, DCLP
Location: Behchokq
Job Status: Full Time
Job Description Update: March 30, 2025.

Purpose

The Administrative Assistant ensures the efficient operation of the Department of Culture and Lands Protection (DCLP) by providing front-line reception, secretarial, and logistical support. This role enhances the public-facing experience for visitors while supporting internal staff processes, aligning with the DCLP's mandate to protect Tłchq lands, preserve language and cultural practices, and to facilitate research and training.

Scope

Under the direction of the DCLP Executive Assistant, the Administrative Assistant performs a diverse range of duties to support the department's operations and goals. This role supports logistical arrangements for departmental events, including cultural and educational programming, ensuring adherence to departmental priorities and protocols.

The Administrative Assistant is the first point of contact for visitors to the department, ensuring a welcoming and safe environment while addressing routine inquiries and coordinating equipment, supplies, and office maintenance. The Administrative Assistant also supports internal staff by maintaining departmental calendars, vehicle logs, and electronic filing systems, as well as managing purchases and correspondence. The position plays a key role in logistics, organizing travel, accommodations, and off-site activities for DCLP staff and community members. By contributing to the department's efficient functions, the Administrative Assistant upholds the DCLP's commitment to excellence in lands protection, lands regulation, language and cultural practices, and research and training.

Duties and Responsibilities

Under the direction of the DCLP Executive Assistant, the Administrative Assistant:

- 1) Provides receptionist and administrative services for the department:
 - a) Welcomes visitors, assists them in reaching their desired destination, responds to routine inquiries, and connects them with the appropriate staff members.

- b) Manages incoming and outgoing correspondence, maintaining detailed logs of mail pick-ups and drop-offs. Answers phone calls, direct them to the appropriate staff members, relays messages, and handles the sending, receiving, and distribution of emails and other documents efficiently.
 - c) Coordinates requests and assist in resolving problems/service requests related to telephone, printers and photocopier.
 - d) Ensures office equipment runs and is adequately stocked: monitor regular service schedule for the printer; arrange for purchase of department-wide office supplies (paper, printer ink) as required.
 - e) Maintains the DCLP public bulletin board at the entrance of the DCLP office.
 - f) Interprets for Tłchq Yatì speakers (e.g. between elder guests and DCLP staff) as required.
 - g) Assesses any disruptive behavior and uses judgement to initiate proper safety protocols; maintains office safety standards and remains current on changes to the Administrative Policy.
 - h) Ensures a clean work environment for the department, maintains tidiness in the front office area, boardroom and meeting rooms; and,
 - i) Supports the development of effective solutions for daily challenges.
- 2) Provides secretarial and administrative support for departmental staff:
- a) Maintains the staff sign-in logbook and updates the sign-in board in regards to staff movements.
 - b) Manages the DCLP boardroom bookings calendar; communicates with other TG Departments and Community Presence Offices as needed.
 - c) Ensures the vehicle sign-out logbook is being used and followed according to the Administrative Policy; initiates regular vehicle service appointments and informs the Executive Assistant of the vehicle service schedule.
 - d) Keeps Driver's Abstract information current and shares with the Tłchq Government Department of Corporate Services.
 - e) Liaises and schedules with DCLP Yard Personnel for timesheets, materials, supplies and equipment when required; and,
 - f) Works as a team player to support all TG staff and programs and provides administrative support to all DCLP managers and consultants as needed.
- 3) Maintains departmental electronic filing systems:
- a) Tracks purchase orders and travel expenses to ensure they align with divisional budgets; prepares and submits purchase order forms as requested.
 - b) Processes payments for department expenditures by organizing and submitting financial documents to Corporate Services in line with the Administrative Policy; keeps a record of submitted and approved payments.
 - c) Receives and organizes correspondence from the public (e.g., program applications, resumes, certifications); forwards documents to the appropriate DCLP staff promptly.

- d) Ensures compliance with Tłchq Government privacy and data protection policies when handling sensitive correspondence or financial documents, maintaining records to ensure readiness for audits or internal reviews.
 - e) Maintains an organized file system for internal correspondence and records, ensuring timely filing and easy access for authorized staff; follows departmental retention and destruction policies.
 - f) Prepares printed and digital materials for meetings (e.g., agendas, reports, binders); provides notetaking support and distributes meeting outcomes as needed; and,
 - g) Regularly reviews and updates electronic filing systems to ensure accuracy and accessibility; suggests improvements for more efficient document management.
- 4) Providing administrative and logistical support for travel and off-site activities:
 - a) Develops and maintains a paper/digital tracking system for travel and accommodation warrants and purchase orders.
 - b) Completes forms and sends to the appropriate receiver: waivers, expense claim forms, travel and accommodation warrants.
 - c) Makes travel and accommodations arrangements as requested.
 - d) Schedules in-office boardrooms, teleconferences, virtual meetings (Zoom/MS Teams), and,
 - e) Coordinates off-site meetings including contacting participants and arranging travel, accommodations, venue rentals and catering.
 - 5) Works in partnership with the 2nd Administrative Assistant to discuss, plan and together carry out these duties.
 - 6) Other duties and activities as directed by the DCLP Director and Executive Assistant.

Supervisory Responsibilities and Latitude

The Administrative Assistant may supervise 1-3 casual employees hired on an as needed basis in the delivery of the department's programs and activities. The incumbent reports to the DCLP Executive Assistant. The incumbent has limited latitude to make decisions and must follow all Tłchq Government Policies and Procedures.

Education and Skills

The Administrative Assistant is expected to have the following educational background, work experience and skills (equivalencies will be considered):

- Fluency in Tłchq Yatı is required; training opportunities may be provided to enhance language skills if needed
- Possess cultural awareness and sensitivity, ability to deal effectively and tactfully with staff and the public

- Very good interpersonal and communication skills and the ability to work as a collegial and effective team player
- Experience with office administration and receptionist services (i.e. completed office procedures and/or administration program, or equivalent work experience)
- Very good computer skills and the ability to establish and maintain electronic databases and filing systems and use computer programs: Microsoft Office, Excell, Zoom.
- Attention to detail and high level of accuracy, ability to take accurate minutes during meetings, to spot and correct inconsistencies and errors
- Ability to work independently with minimal direction and supervision: to take instruction, seek instruction and make decisions within scope of authority and easily identify when decisions should be referred to supervisors
- Ability to prioritize and address competing demands, working in a fast-paced environment to organize self and others to meet strict deadlines
- Able to manage frequent distractions, work under pressure and adapt to changes in priorities
- Good stress management, problem solving abilities and decision-making skills
- Class 5 Drivers License is required.

Working Conditions and Effort

The Administrative Assistant is expected to demonstrate the following physical demands:

- It can involve prolonged sitting and using office equipment, with focus and attention to details for extended periods of time
- Ability to handle stressful and sensitive situations under very tight timeframes
- Willingness to work pre-approved overtime, including evenings and weekends, as required
- Ability to work with a wide range of community people, particularly Elders and those knowledgeable about Tłıchǫ lands and resource management
- Ability to make effective decisions and solve problems under stressful conditions

Confidentiality

The incumbent is responsible for securely handling sensitive information, ensuring it is stored and accessed in compliance with organizational policies. The incumbent may gain knowledge of personal and/or confidential information. The incumbent will not use for their own benefit or gain, or divulge to any persons, firm, company or other organization, any confidential information gained as a result of this position.

Certification

Dated this _____ day of _____, 20__	
_____ Employees Printed Name	_____ Supervisor's Printed Name
_____ Employee Signature Date	_____ Supervisor's Title
_____ I certify that I have read and understand the responsibilities assigned to this position.	_____ Supervisor's Signature
	I certify that this job description is an accurate description of the responsibilities assigned to the position.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

