

JOB DESCRIPTION

Section 1 – Identifying Data

<i>Position Title</i>	Administrative & Assessment Assistant
<i>Incumbent</i>	
<i>Supervisor's Title</i>	Assessment District Manager
<i>Branch/Unit</i>	Designated Office
<i>Location</i>	
<i>Date Completed</i>	January 29, 2025
<i>Valid Class 5 Yukon Driver's Licence</i>	Yes
<i>Classification</i>	AR08

Section 2 – General Summary

The Administrative & Assessment Assistant (AAA) is responsible for providing reception, administration, and assessment support to the staff of the Designated Office (DO). Administrative & Assessment Assistants are often the first point of contact with the public and are responsible for understanding and articulating the roles, processes, and responsibilities of YESAB.

Reporting to the Assessment District Manager (ADM), the AAA plays a large role in uploading, maintaining, and filing public information into YESAB's Online Registry (YOR). The AAA leads the administrative orientation of new staff into the Designated Office, supports staff in completing corporate administrative tasks and request forms, coordinates travel when required, and ensures frequent communication between other AAA's and Designated Offices to ensure consistency in services provided.

Section 3 – Organizational Structure

See attached Organizational Chart.

Section 4 – Principal Duties and Responsibilities

1. Provides reception and clerical functions to support the operations of the Designated Office (DO), including receiving, screening and routing telephone calls and visitors to the appropriate individual or office, providing documents and information as requested or when necessary, collects, checks, and sorts mail, as well as handling and counting of petty cash.
2. Uploads, maintains, and files public information into the YOR and the electronic filing system in accordance with YESAB's Records Management guidelines, privacy policies and practices. This includes making stage changes and other functions in, and support of, the YOR and ensuring current YOR guidelines are followed.
3. Ensures public notices are posted in designated locations in alignment with timelines for project assessments.
4. Conducts project proposal checks on new project submissions and advises ADM and Assessment Officers (AOs) of issues and deficiencies.
5. Creates Map Packages for project assessments using GeoYukon, Publisher, Word, Adobe Acrobat, and other software that may include ArcGIS, Google Earth, and other file conversion tools.
6. Performs project file audits to ensure all project assessment documents are downloaded from the YOR and numbered correctly, and that the current records management guidelines are adhered to.

7. Provides administrative office support to DO staff, which includes, but is not limited to, word processing and formatting, data entry, photocopying, and editing.
8. Coordinates the submission and routing of requests and claims using Verifyle, included training request forms, travel and staff expense claims, safety information, and ADM Visa reports and blotters.
9. Coordinates office supply orders, arranges maintenance and repairs for office equipment and furniture, performs inventory audits, and completes inventory transfer forms.
10. Assists the ADM in ensuring that the maintenance, safety, and registration of the YESAB vehicle is up to date and completed, which may include the scheduling and coordinating of services and repairs as well as assisting in any rental vehicles.
11. Conducts completes quarterly office evaluations and safety reports in accordance with the YESAB Joint Occupational Health and Safety Committee. This includes ensuring safety tools and materials, such as first aid kits and fire extinguishers, are appropriately maintained.
12. Makes logistical and administrative arrangements for meetings, training, and outreach events, including drafting agendas, room bookings and preparations, booking arrangements for travel and accommodation when necessary, and taking meeting minutes as required.
13. Provides training and orientation for new staff in collaboration with ADMs and provides coverage for other AAA positions and support for other ADMs when required.
14. Performs any other appropriate duties assigned by the ADM that supports the function of the DO.

Section 5 – Contacts

- Contact with the ADM to prioritize tasks and projects.
- Contact with the Finance and Administration Assistant to submit requests, receipts, claims, etc.
- Contact with ADM and AOs on projects and emerging issues.
- Contact with YESAB staff at all levels to exchange information and coordinate activities.
- Contact with the YOR Client Support Officer to identify barriers or challenges experienced in the YOR system.
- Contact with Records Administrator to ensure that files are maintained in accordance with current guidelines and policies.
- Contact with proponents and agents about gaps and/or corrections required in project proposals.
- Contact with Indigenous group representatives, government representatives, stakeholder groups, members of the public, and process participants to provide information about YESAB and the services that are provided.
- Contact with external organizations and entities to exchange information and coordinate activities.

Section 6 – Specific Accountabilities

- Information and messaging provided Indigenous group representatives, government representatives, stakeholder groups, members of the public, and process participants.
- Initial proposal checks, stage changes, public notices and communication, filing and performing audits that adhere to YESAB's records management guidelines and YOR guidelines.
- Establish work priorities that align with the daily functions of the DO.

What are the impacts of performing the Principal Duties and Responsibilities?

As first contact with Indigenous group representatives, government representatives, stakeholder groups, members of the public, and process participants, the Administrative & Assessment Assistant's knowledge, actions, decisions, and service will influence YESAB's public image. This position creates an important impression of the Board with any person who may call, email, or visit.

The Administrative & Assessment Assistant is essential to the efficient, effective, and ongoing function of the Designated Office.

Section 7 – Budget

1. a) What is the Annual Budget for the unit under the direct control of the position?

Fiscal Year 2022/2023	
Contracts	N/A
O&M Budget (excl. Payroll & other fixed costs)	N/A

Section 8 – Working Environment

The incumbent works in an office environment and the work involves multiple conflicting and unpredicted demands, frequent interruptions, and imposed deadlines. The incumbent may be required to travel for community visits, site visits, meetings, and training purposes.

Section 9 – Knowledge and Skills

- General knowledge of *Yukon Environmental and Socio-economic Assessment Act*, regulations, rules, and processes.
- General knowledge of Yukon First Nations and First Nation agreements.
- Experience communicating with Indigenous group representatives, government representatives, stakeholder groups, members of the public, and process participants.
- Knowledge of office administrative procedures and practices.
- Ability to deal with frequent interruptions, changing priorities, and competing deadlines.
- Strong interpersonal and conflict resolution skills.
- Excellent oral communication skills and good written skills.
- Strong analytical, synthesis, and problem-solving abilities.
- Excellent organization, planning, and coordination skills.
- Excellent initiative, discretion, and judgment.
- Ability to work independently and as part of a team.
- Ability to present information in plain language.
- Ability to utilize a personal computer along with experience using databases and a variety of software (e.g. Verifyle, Microsoft Office, Word, Excel, Teams, Zoom, and mapping software).
- Ability to operate office equipment, such as printers, scanners, fax machines, etc.

Section 10 – Signatures

The above information on this description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

Supervisor: I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position. Supervisor: _____ Date: _____	Incumbent (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me. Incumbent: _____ Date: _____
Executive Director: I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position. Executive Director: _____ Date: _____	