



Job Description

Auxiliary Administrative Support

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Varies based on assignment

TITLE OF IMMEDIATE SUBORDINATES: Could vary by assignment

DEPARTMENT: Corporate Administration

SUMMARY OF POSITION:

Auxiliary Administrative Support workers will be responsible for providing clerical and administrative assistance to a variety of departments to ensure the seamless functions of service provision. Duties will span the general requirements of an administrative support role, such as preparation of correspondence, provision of customer service, receiving and processing mail, general filing and record management duties and other clerical/support duties necessary to support work groups at the RDCK. This job description reflects the general duties considered necessary to describe the principle functions of this position and does not limit the requirements of the role to those listed below.

RESPONSIBILITIES:

Tasks will vary based on assignment. Responsibilities as an auxiliary administrative support include:

1. Providing administrative, clerical and communication support to a variety of departments
2. Producing reports, forms, guidelines, schedules and confidential memorandums and letters from typed or handwritten copy.
3. Composing letters of a routine nature.
4. Ensuring that outgoing correspondence, reports and communications meet the RDCKs defined standards.
5. Maintaining records management systems using both manual and electronic filing techniques.
6. Providing daily office function support to the department.
7. Receiving and responding to correspondence as requested.
8. Handling in-person and telephone enquiries from the public and other agencies.
9. Preparing agendas, records and transcribing meeting minutes.
10. Other duties as assigned.

REQUIRED QUALIFICATIONS

- Completion of Grade 12 of a recognised equivalent, or an acceptable combination of education and experience
- Two or more years experience in a fast paced administrative or receptionist role
- Experience working with Microsoft Office products, including Excel, Word, and Outlook
- Experience with cash handling and reconciliation
- Satisfactory Criminal Records Check

- Post-secondary diploma in an administration field would be considered an asset
- Prior experience working in a regional or municipal government setting is preferred

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Professional telephone manner and strong interpersonal skills
- Professional written and verbal skills to communicate with all levels of the organization and its executive team
- Ability to learn and become proficient in new software
- Professional customer service skills
- Ability to maintain and preserve confidentiality and act with tact and diplomacy
- Demonstrated ability to perform basic reconciliations
- Ability to understand and carry out established procedure
- Ability to effectively manage interruptions and constantly changing priorities
- Willingness to learn and adapt to change
- Experience and confidence working with Microsoft Office products
- Working knowledge of or ability to learn Tempest municipal management software
- Minimum typing speed of 50 words per minute

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date