

Administrative Personnel Assistant

JOB DEFINITION WORKSHEET

Name:		Location:		1
Responsibility: <i>Provides staffing services and support, administrative ,secretarial and clerical services to the Personnel office</i>				
Task	Standards & Deliverables	Goal / Objective	Authority / Decision Level	
1. Provides administrative and staffing assistance to the casual employment office	1. Performs inquiries into GHRS for: <ul style="list-style-type: none"> - employment records - continuous service dates - benefit eligibility 2. casual employee files up to date 3. Drafting and typing letters for Executive Director approval for extensions 4. Assist in the development of tracking and inventory computerized systems for casual employees			
2. Provides secretarial administrative,clerical and data entry support and receptionist duties for the manager personnel	1. Typing and proof reading all correspondence, reports and forms including: <ul style="list-style-type: none"> - acknowledgment letters - letters of offer - position analysis - appeals - reports - request for secretary clearance 2. Provides employment information to the Public 3. Directing Public to the Manager Personnel 4. Validating position details on GHRS 5. Prepares documents for competition files 6. Submits files for preparation of ads and updates the information on CICS information system 7. Typing and placing competition ads through the Agencies and distributing to other Regional Offices			

Name:		Location:		2
Responsibility: <i>Researches trends, needs and retention strategies; then recruits and orients new employees</i>				
Task	Standards & Deliverables	Goal / Objective	Authority / Decision Level	
3. Provides secretarial administrative, clerical and data entry support and receptionist duties for the manager personnel	<ul style="list-style-type: none"> 8. Arrange for translations of ads 9. Mail job opportunity posters to Communities, depts etc 10. Receives applications and posts to CICS 11. Pulls competition files after close and verifies that all applications are on file, print list for CICS 12. Confirms appointments and completeness of forms 13. Provides up to date staffing report for the Region 			
4. Processes Casual Staffing action	<ul style="list-style-type: none"> 1. Conducts interviews 2. Verifies references and employment history 3. Consults with employing departments to confirm qualifications and duties match appropriate pay range 4. Selects qualified applicants 5. Refers qualified applicants to the department using the casual employee database 6. Liaises with department to ensure policies and procedures of the Government are adhered to 			
5. Assists with Recruitment of entry level clerical	<ul style="list-style-type: none"> 1. Consults with department and prepares advertisements 2. Drafts screening criteria 3. Lists duties/responsibilities of position in descending order of importance 4. Prescreens resumes 5. Coordinates and conducts interviews 6. Checks references 7. Completes paperwork and verifies information in CICS 			

Name:		Location:		3
Responsibility:				
Task	Standards & Deliverables	Goal / Objective	Authority / Decision Level	
6. Arranges Travel for Applicants and Personnel staff)	<ol style="list-style-type: none"> 1. Arranges necessary schedules and travel arrangements 2. Completes interview schedule for staffing officer 3. Compiles and mails information to applicants 4. Prepares travel and accommodation warrants 			
7. Provides Quality Control and processes Medical Travel referrals	<ol style="list-style-type: none"> 1. Ensures all forms are signed by the Commissioner of Oaths 2. Ensures approved Application of Leave is attached 3. Ensures all forms are accurate, signed and dated 4. Records all travel and accommodation warrant numbers 5. Distributes forms to appropriate departments 6. Updates and maintains patients file 7. Ensures correct coding on all travel expenses 			