



## **Temporary Administrative Assistant**

Legislative Services department – Corporate Services division

Working as a part of a team, our temporary Administrative Assistant provides support to our Legislative Services Manager. Above average keyboarding skills, and experience with taking formal meeting minutes is critical for success in this role.

**As our temporary Administrative Assistant, a typical day might include some, or all, of the following:**

- Attending Council meetings and/or committee meetings and taking minutes;
- Copying and distributing background material for Council members' review prior to Council meetings;
- Creating, tracking, and amending bylaws and policies;
- Purchasing Council lounge supplies, preparing the lounge and Council Chambers for regular Council meetings;
- Composing, transcribing or formatting routine correspondence for signature of the Manager, CAO, or Council;
- Updating government manuals and books, as required;
- Assisting Manager with the coordination and administration of hearings (CARB/LARB and SDAB);
- Assisting, when required, with internal and external County events and programs;
- Assisting with the Municipal Election process;
- Assisting with the municipal census;
- Maintaining web site (Internet and Intranet) on behalf of Legislative Services (agenda, minutes, elections, policies, bylaws etc.);
- Moving physical records to the records room;
- Sorting, shelving and filing incoming materials;
- Placing file number on documents and correspondence;
- Repairing damaged files and materials;
- Creating new files and volumes, ensuring correct classification of records;
- Updating and maintaining the records system (notes, dates, etc.);

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**This job might be for you if:**

You're a rock star typist and a whiz when it comes to composing a set of formal minutes.

You know what MGA stands for and have a working knowledge of it.

You don't mind doing repetitive tasks, in fact, you actually prefer it.

You get that there's no "I" in team. You prefer working collaboratively and enjoy taking direction from others.

You don't mind getting your hands dirty from time to time. Moving physical boxes can be a dusty ordeal, but you're cool with that.

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To lead the pack on landing this job you'll need to have some post-secondary education, preferably within office administration or a related field. You're also going to want to show us on your cover letter, or in your resume, that you have office experience and have excellent written communication skills.

You might gain some bonus points if you are familiar with, and have worked in, records management and SharePoint.

We've said it before but it's so **important** that we're saying it again... you enjoy working in a team. You know how to use discretion and how to maintain confidentiality. You have a class 5 driver's license with an acceptable driver's abstract.

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**Are you reading this right now thinking to yourself that this is the perfect job for you?** If so, you need to stop reading and start creating the most amazing cover letter and resume that you have ever created. Highlight for us the reasons we should look no further than your application.

We typically work Monday to Friday from 8:30 a.m. to 4:30 p.m., but due to the nature of our business, there are times when we need to put in some extra hours. **This is a temporary position, with an expected duration of approximately 15 months beginning January 2, 2018.**

At the County of Grande Prairie, you will be compensated fairly. Our Administrative Assistant salary range is \$48,571 to \$62,190 per year.

Applications can be forwarded to our Human Resources department at the contact information below and will be accepted until November 17<sup>th</sup> at 8:30 a.m.

**Via website (our preferred method):**

<http://www.countygp.ab.ca/EN/main/government/job-opportunities.html>