

STRENGTH

PEACE

UNITY

Mohawk Council of Kahnawake



P.O. Box 720

Kahnawake Mohawk Territory J0L 1B0

‘Isi Nīkaió ‘tenhiseró:tens Ne Onkweshón: ‘a Rotiio ‘tens

HUMAN RESOURCES UNIT

Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

Job Title:	ADMINISTRATIVE ASSISTANT
Division:	Justice Services
Reports To:	Senior Court Clerk/Office Manager
Name of Incumbent:	TBD
Purpose: To provide administrative, clerical and receptionist services to the Court of Kahnawà:ke.	
Cultural Identity Attributes: A self-disciplined, logical, compliant, individual that is accurate and detailed in approach. A systematic individual who enjoys challenging situations and has a strong desire to achieve results. Is organized, dependable, and self-reliant.	
Roles & Responsibilities:	
Administrative Support <ul style="list-style-type: none"> • Assists the immediate supervisor, and office personnel, with special assignments • Maintains daily correspondence and filing for operational and administrative requirements • Activates and controls warrants issued, returned and executed • Ensures warrants ready for expiration are re-issued within the designated timeframe • Requests Telex checks for verification of information • Records and submits monies to Finance department • Orders and maintains office supplies. • Collects and submits payments to the Accounting Department • Closes Interac and credit card batch payments • Prepares and submits marriage certificates and coordinates Justices to perform marriages • Ensures office equipment is maintained • Manages petty cash • Provides clerical duties for Court staff, Justices of the Peace and any other adjudicative processes coordinated by the Court of Kahnawà:ke • Assists in entering tickets in court software program • Coordinates office equipment and conference room usage • Takes minutes at staff meetings • Ensures mid-month and end of the month batches for payments are processed 	



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- Is required to assume responsibilities as Court Clerk and Traffic Clerk on an as needed basis and within capacity of being cross trained for duties.

Reception Support

- Answers and forwards calls, e-mails, faxes and other correspondence.
- Daily mail pick-up and drop off
- Contacts court officials; Peacekeepers and Bailiff Services to pick up and return documents.
- Screens and directs visitors to appropriate personnel

The statements herein reflect general details to describe the principle functions for this job, and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Decision Making Authority:

- Decides on level of client service delivery
- Decides on the appropriate approach for operational and administrative requirements

Accountability:

- To communicate with the public in a cordial manner;
 - To receive and direct calls in a cordial manner;
 - To maintain user-friendly and accurate files;
 - To provide accurate information within level of authority
 - To maintain accurate control and accountability of petty cash.
 - To ensure daily delivery and accuracy of all cash receipts and cheques to MCK's Accounting Department.
 - To ensure accurate data entry when entering information into court software program.
- To maintain confidentiality; To adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha language initiatives



Education & Experience:

- DEP in Administrative Assistance, plus one (1) year relevant experience;
- OR
- High School Diploma, plus three (3) years relevant.
- Fluency in French is required.

Specific Skill Sets:

- Incumbent must not have plead or been found guilty of a criminal offence
- Administrative, secretarial and organizational skills;
- Sound oral and written communication skills;
- Strong computer skills and understanding of computer programs, familiarity with Word, Excel and Power Point.
- Experience with typing and reception skills;
- Ability to be crossed-trained in other positions within the court system.
- Capacity to take some pressure associated with caller and visitor requests
- General understanding of Kahnawà:ke Justice System; Bookkeeping skills.
- Ability to communicate in Kanien'kéha is an asset.
- Willingness to learn Kanien'kéha is required.

Working Environment:

- Five day work week and normal office environment;

Competencies:

Self - Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Communication	
TBD	TBD	TBD	TBD	TBD	TBD
Adaptability	Planning and Organizational Knowledge	Leadership	Language & Culture		
TBD	TBD	TBD	TBD	TBD	TBD

Commitment Statement:

I serve my community with its best interest in mind by supporting and encouraging creative, critical and resourceful thinking, accepting and nurturing new ideas and approaches and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered

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to take initiative in an interactive working environment.

Signatures:

Employee’s Signature: _____

Supervisor’s Signature: _____

Director of Human Resources: _____