



## Internal Employment Opportunity Secretary to the Clerk of the House of Assembly

### Job Description

<b>Competition Number</b>	HOA.SEC(P).17-18.004
<b>Available Positions</b>	1 Permanent
<b>Employer</b>	House of Assembly
<b>Location</b>	Confederation Building, East Block
<b>Closing Date</b>	September 27, 2017
<b>Salary</b>	HL-15

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**Duties** This position provides executive secretarial and administrative support to the Office of Clerk of the House of Assembly and for the daily proceedings of the House. This includes, but is not limited to, office coordination, executive correspondence management, executive scheduling, meeting support and arrangement, coordinating inter-parliamentary relations and protocol events. The position is also responsible for the production, maintenance and distribution of several key parliamentary documents essential to the effective functioning of the Legislature. The incumbent reviews and interprets nominal notes of the Clerk Assistant, and conducts further research and analysis, as required. The incumbent provides support for the daily proceedings of the House which includes the preparation of the order papers, tracks the legislation being debated in the House; and updates the House of Assembly website in a timely manner. The incumbent prepares final legislation (Bills) passed in each session for signing by the Lieutenant Governor and Clerk of the House of Assembly. The incumbent liaises with Premier's Office and Government House for various events of the House of Assembly; prepares invitations, lists and seating arrangements for invitees to the official opening. The incumbent responds to enquiries from Members of the House of Assembly, staff, statutory offices, caucus offices, government departments and the general public. The incumbent manages meeting logistics for the Clerk as necessary and receives, screens and routes incoming telephone calls and email inquiries to the office. The incumbent provides administrative support to Speaker's Office, when required. The incumbent arranges meeting logistics, prepares agendas, minutes and binders for House of Assembly Management Commission meetings and other HOA committees, when required. The incumbent drafts, types, edits and formats correspondence, reports and other documents. The incumbent utilizes various computer software such as, TRIM, Microsoft Office Suite and other electronic databases required to maintain the administration and parliamentary records.

**Qualifications** Completion of a diploma in Office Administration combined with more than 5 years of experience. Equivalences will be considered. Must have experience using TRIM and working with electronic information management applications. Must be extremely well-organized, have the ability to be flexible and multi-task, possess a high degree of initiative, attention to detail and good judgement and have the demonstrated ability to work independently to meet priorities and deadlines. Must have highly developed inter-personal skills as well as excellent written and verbal communication skills. Must be able to effectively and efficiently respond to a high volume of work and function with minimum supervision. Must be able to deal with sensitive situations, demonstrate the utmost discretion and maintain a high level of confidentiality.

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### How to Apply

Applications quoting Competition Number HOA.POC(P)17-18.005 should be submitted:

Online	<a href="mailto:HOACompetitions@gov.nl.ca">HOACompetitions@gov.nl.ca</a>
By Mail	Corporate and Members' Services Division Manager of Human Resources Services & Payroll Administration House of Assembly P.O. Box 8700 St. John's. NL A1B 4J6
By Fax	709 729-3078

For additional information on this position, please call 729-7214. This competition is open to **employees of the Public Service** including those on lay-off status, but does not include students. The House of Assembly of Newfoundland and Labrador values diversity in the work place and is an equal opportunity employer. Applications should be received before the close of business on the closing date - late applications with explanation may be considered. Your résumé must clearly demonstrate how you meet the required qualifications as stated in the job ad and must contain your current mailing address, contact number and e-mail, if applicable. This competition may be used to fill future similar vacancies with the Houses of Assembly of Newfoundland and Labrador.