

POSITION DESCRIPTION
Procedural Services Assistant

POSITION SUMMARY/PURPOSE

This position provides administrative support services to the Clerk of a standing or select Committee of the Legislative Assembly, including the provision of information regarding committees to Members/their staff, Caucuses, Ministries, offices of the Assembly and the public.

DUTIES & RESPONSIBILITIES

1. Provides coordination and administrative support for committees of the House in accordance with Committees practices and requirements through: creating and maintaining paper and electronic filing systems/databases, contact lists and witness lists; scheduling witnesses and providing information regarding the hearing process and related protocol; assisting Committee Clerk in making transportation and accommodation arrangements for traveling committee members and staff; preparing and distributing agendas, schedules, exhibits, reports, and research and briefing materials; compiling and recording exhibits, research material and background information, ensuring confidential material is protected; preparing reporting formula for reports to the House; assembling relevant material for the introduction and First Reading of Private Bills as required; preparing minutes of meetings; maintaining statistics for publication in Committee Business Information Summaries; assembling, documenting and transmitting official documents to Ontario Archives, Legislative Library and depository libraries; and coordinating office management and ensuring adequate office supplies and services are maintained.
2. Maintains records for financial commitment and control of expenditures by preparing invoices for payment and assisting in preparing budget forecasts; processing and maintaining records of Members' and Assembly staff expense reports to reconcile amounts claimed and paid, distributing expense cheques as required; and coordinating and maintaining records concerning Private Bills.
3. Provides timely and accurate legislative information to Members of Provincial Parliament (MPPs) and their staff, officers and staff of the Assembly, ministries, cabinet office, lawyers, interest groups and the general public by reviewing, researching, consulting the records of the House and Committees and answering inquiries on routine procedures and matters before the House and its Committees.
4. Consults with senior staff in the Branch to improve work processes, take corrective action and resolve production problems as required.
5. Provides back-up relief to the Receptionist/Information Clerk, including administrative support when required.

6. Performs other related activities as required. Keeps up-to-date on related skill development in order to use any new technologies or processes as required.
-

JOB REQUIREMENTS

Training/Knowledge:

- Position requires completion of a college diploma program and/or equivalent of more than six months work-related/on-the-job experience to provide a variety of administrative support services in the preparation of committee operations and to research and respond accurately to inquiries and refer queries to appropriate office.
- Requires working knowledge of the Office of the Assembly, Parliamentary Officers, the Standing Orders, various Statutes of Ontario and proceedings of the House and its Committees.
- Requires knowledge of computer technology systems, database management and software applications to process/format, prepare and proof draft camera ready documents and electronic documents, as well as maintaining accurate and up to date information on the Assembly internet and intranet sites.

Judgement:

Position exercises judgement where guidelines and procedures are established in prioritizing workload to perform day-to-day committee administrative tasks, including scheduling witnesses, making travel arrangements, exhibit preparations, budgeting and responding to various inquiries on status of legislation and other legislative matters or provide required information. Position seeks consultation from supervisor when non-routine situations occur not specified by established policy including decisions relating to committee proceedings.

Confidentiality:

The position is responsible for working with confidential information under prescribed rules and procedures and must protect confidential information before it becomes public information. Position follows prescribed rules and regulations that safeguard information when working with committee expenditures, budgets, Standing Committee Reports, briefing notes, and background material for closed session committees.

Impact:

Impact on administrative arrangements of Committees: support, travel, witness arrangements, logistics, budget monitoring. Errors could result in inefficiencies in program delivery, disruptions, and complaints.

Contacts:

Contacts are with a broad range of individuals within and outside the Assembly to provide, confirm, explain information about committee administration, travel, budget, expenditures, status of business. Internal contacts in various offices of the Assembly such as Premier's, Members, House Leaders/Chairs and other Assembly staff to provide/confirm information regarding committee operation, travel, budget/expenditures and status of business/bills, ensuring efficient operations of committees. External contacts such as the general public, Press, professionals, lobby groups and other government officials in the exchange/provision of information related to the committee administrative matters.

Supervision:

No formal supervisory responsibilities.

Working Environment:

Position operates a PC on a daily basis. Position requires a combination of visual/mental/aural concentration when preparing documents or using the computer, dealing with phone interruptions, and responding to requests for information, monitoring House and Committee proceedings for extended periods, listening carefully to inquiries and reading/researching past and current legislation and status of business.