



## Job Specification

**Position Title:** ADMINISTRATIVE CLERK/STOREKEEPER - RPT  
**Job Code:** OPSEU - Office Administration 08, 08OAD  
**Job ID:** 13836

### Purpose of Position:

To provide administrative and receptionist support and maintain/administer a centralized storekeeping operation at the Thunder Bay Correctional Centre.

### Duties/Responsibilities:

In an Administration Office within a medium security correctional centre with an operational capacity of 128 sentenced adult male inmates and working in a systemic and anti-racism environment, the incumbent is responsible for:

1. Performing receptionist duties by receiving incoming calls, answering routine inquiries and directing or forwarding to appropriate staff; greeting and instructing visitors to the institution while following policies and procedures for visitors on site; maintaining the institution confidential phone listing and distributing amendments to appropriate staff as required;
2. Performing general office administration function by maintaining adequate amounts of office supply stock on hand, as well as stationery and yearly calendar order; maintaining inventories of office equipment (i.e. printers, faxes, postage machine, and other applicable machines); photocopying, compiling and/or posting a variety of materials (i.e. binders, handouts, Material Safety Data Sheets, opportunity bulletins, reports, etc. as per ministry guidelines); processing incoming and outgoing mail and courier deliveries; booking and tracking institutional vehicles;
3. Backfilling the Accounts Payable Finance Clerk during routine absences through processing invoices for payment, reconciliation of accounts, and submission of expense claims for payment; assisting other staff of the Administration office during peak workloads as required, by assisting with filing and other general administrative duties as required;
4. Preparing administrative and financial reports for the Business Administrator as required (i.e. monthly stock inventory control, surplus equipment or obsolete equipment and arranging for shipment or disposal as required, etc.);
5. Monitoring Stores stock levels and ensuring that adequate quantities of stock are available through the maintenance of minimum/maximum quantities, monthly stock checks, and adherence to bulk purchase schedules (where applicable); ensuring stock rotation as necessary;
6. Purchasing all stock items in the Stores stock in accordance with the ministry purchasing policies and procurement procedures, by: calculating order quantities/specifications through consultation with Section Heads and based on institutions data pertaining to stock usage; preparing stock requisitions forms and ensuring backup documentation is completed for all orders including the appropriate approvals and signatures; ensuring Vendors of Record information is current;
7. Shipping and receiving for Storekeeping operation, by: transferring received items from truck to storage; checking supplies received against purchase orders for correct quantity, quality and condition, noting damages and shortages on the carriers bills and receiving documents and following through with corrections; placing supplies in appropriate stores location, adjusting bin cards appropriately and initiating stock location and numbers for new items; arranging and delivering supplies throughout the institution as required; coordinating pickup and delivery runs and notifying the institutions driver when supplies are ready for delivery to appropriate sites; sending out and tracking goods and equipment for repairs.
8. Packaging and/or issuing supplies in accordance with ministry and institutions storekeeping policies and procedures, notifying supervisor of unauthorized or unusual requests or dramatic changes in consumption, preparing required withdrawal documentation with appropriate approvals and signatures.

### Knowledge:

Job requires knowledge of ministry policies and procedures relating to release of information; the institutions and ministrys organization and business; and OPS customer service standards in order to effectively perform reception duties and to respond to routine inquiries.

Job requires knowledge of ministry and institution office policies and procedures (i.e. relevant mail/courier regulations, purchasing, etc.); office equipment such as printer, photocopier, fax, computer and related software such as Microsoft Office Suite (Word, Excel, etc.) and Outlook; and financial tracking system, to provide general office, financial administrative and clerical assistance.

Job requires knowledge of ministry and OPS financial administration policies and procedures, financial information systems (IFIS), and accounting/finance and general ledger entries, to process institutional accounts payable.

Job requires knowledge of ministry and OPS purchasing and procurement policies and procedures; storekeeping policies and procedures to administer the storekeeping operation of an institution.

**Skills:**

Job requires oral and interpersonal communication skills in English to provide receptionist services with courtesy, tact and diplomacy and to discuss accounts payable or storekeeping issues.

Job requires written communication skills in English to ensure correct spelling, grammar, punctuation, clarity, and accuracy of information when preparing correspondence and reports.

Job requires analytical, reasoning and problem-solving skills to: verify ministry financial information in reports, spreadsheets, etc. in order to ensure the accuracy of information and results; to identify problems such as accounts payable discrepancies in computerized ledgers; to monitor stock levels, determine appropriate amount to be purchased, and to identify unauthorized or unusual requests; to verify goods received match purchase orders; to determine appropriate responses to inquiries; to correct discrepancies (i.e. over/underpayment of accounts) and to resolve issues within a range of established procedures or options.

Job requires arithmetic/mathematical skills to calculate and reconcile invoices and purchase orders.

Job requires the ability to interpret and apply instructions/revisions issued by emails, memos, etc.

**Freedom of Action:**

Judgment is exercised when researching products and price comparisons to purchase office supplies and equipment in accordance with standard purchasing procedures and guidelines. Assignments are carried out in accordance with standard purchasing and accounts payable procedures and guidelines under the general supervision of the Business Administrator, who is available to respond to inquiries and unusual matters not addressed by regular procedures and guidelines.

Job requires working in accordance with ministry stock keeping and warehouse procedures/practices, institution policies and procedures with regard to security standards and relevant legislation government safety requirements when organizing and operating stores area.

Responsible for planning own work and setting priorities in order to complete a variety of clerical functions within established deadlines. Provides general information to the general public (e.g. visiting hours, etc.)