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**Office Assistant – BC Oil & Gas Commission, Fort St John**

**Grid 7 - \$35,602.95 - \$40,232.73\***

*\* Posted salary includes a Location Allowance of 3%*

**This posting is to create an eligibility list for anticipated future vacancies within the Commission**

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**The Opportunity**

Office Assistants provide a full range of administrative services to all divisions of the Oil and Gas Commission. These positions work in an environment where communications frequently concern complex, sensitive and urgent matters. The position will be called upon to ensure continuity of the office and the processing of urgent matters during the absence of the program supervisor.

Although knowledge of oil and gas industry operational practices is preferred, it is not required. The BC Oil & Gas Commission is seeking resumes from qualified professionals with knowledge of

- general office procedures
- computer programs (Specifically - Excel, Word, Outlook)
- operation of general office equipment

**Qualifications**

Consideration will be given to those with:

- A combination of one (1) year of clerical/administrative supportive experience, education and/or training.
- High level of data entry accuracy – data entry skills will be verified through administrative testing.

Preference will be given to qualified applicants who demonstrate:

- The ability to use computer applications to enter and retrieve data/produce and edit a variety of correspondence, documents and reports;
- Strong Interpersonal communication and co-operative skills to deal effectively with clients, public, agencies and Ministry staff;
- The ability to work under pressure and adapt to change, and organize workloads;
- Good judgment and reliability (attendance).

**In submitting a resume and cover letter, you confirm you have reviewed the following job description for a complete list of duties and qualifications. We encourage all applicants to apply, even if they do not currently meet the qualifications as an employee development plan may be established for lesser qualified applicants to progress to the full working level. Classification and salary will be based on level of education, experience and training requirements. An eligibility list may be established. Occasional overtime work may be required.**

Please note applicants will only be contacted if they are selected to proceed further in the process. For additional information regarding this position, please contact Nicole Bennett at (250)261-5700. You are also encouraged to view the OGC's [Website](#)

Competition:

**09-025**

Closing Date:

**November 19, 2009**

Apply to:

**Oil and Gas Commission, 100 10003 110 Avenue, Fort St. John, BC, V1J 6M7**

**FAX: (250) 787-3550**

**E-Mail: [ogc.recruitment@gov.bc.ca](mailto:ogc.recruitment@gov.bc.ca)**

For More  
Information:

**Nicole Bennett  
250-261-5700**

POSITION TITLE	Office Assistant	POSITION #:	
DIVISION/UNIT:	Various	LOCATION:	Various
SUPERVISOR'S TITLE:	Various	POSITION #:	
SUPERVISOR'S CLASSIFICATION:	Various	LOCATION:	Various
APPROVED CLASSIFICATION:	Grid 7	CLASS CODE:	
ENTERED BY:	Nicole Bennett	PHONE NUMBER:	250-261-2088

**PROGRAM**

The Oil and Gas Commission (The Commission) is the statutory authority in the regulation of the province's rapidly growing petroleum sector. Operating under a new governance model and overseen by a three-member Board of Directors, the Commission is a self-financed entity and a partnership among industry, governments and First Nations. The Commission is charged with the management and regulation of mounting conventional and unconventional oil and gas exploration, production and pipeline activities as well as increasingly diverse sector operations and infrastructure projects across the province.

**PURPOSE OF POSITION**

To provide a full range of administrative services to all divisions of the Oil and Gas Commission.

**NATURE OF WORK AND POSITION LINKS**

The position works in an environment where communications frequently concern complex, sensitive and urgent matters. The position will be called upon to ensure continuity of the office and the processing of urgent matters during the absence of the program supervisor.

Position links include:

- Executive/Director/Manager/Supervisor: to obtain general direction.
- Corporate Services: to resolve expenditure and administrative concerns; obtain interpretation of financial and administration policies.
- Payroll and Human Resources: to resolve payroll and personnel problems.
- Oil and Gas industry: to obtain/provide information on inspections, compliance and enforcement procedures.
- General public: to receive complaints and explain procedures.
- Managers and staff: variety of support services

**SPECIFIC ACCOUNTABILITIES / DELIVERABLES**
**Performs keyboarding and data entry:**

- Perform data entry and retrieval
- Prepare general correspondence, memos, forms and reports using word processing software

**Provides administrative support:**

- Answer busy switchboard screening incoming calls, take accurate messages; greet walk in clients and visitors; supply correct information when requested; refer to appropriate staff member or department
- Open, sort and log incoming mail, prepare outgoing mail, arrange for courier services

- Maintain and update branch records and filing system including purging files and preparing and arranging for off-site storage and retrieval
- Photocopy and distribution of documents
- Assist in projects as directed

**Performs other related duties**

- Covers temporary absences of other office assistants.
- Moving light weight equipment, boxes, furniture and files
- Assist with training new staff as and when required
- Performing duties in support of other administrative staff in the Commission
- Any other related duties, as assigned

**DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)**

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff		
Supervises staff through subordinate supervisors		

**PROJECT /TEAM LEADERSHIP OR TRAINING**

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers		Provides formal training to other staff	
Lead project teams		Assigns, monitors & examines the work of staff	

**WORKING CONDITIONS/SPECIAL REQUIREMENTS/TOOLS & EQUIPMENT**

- Frequent use of computer software such as word, excel, outlook, etc
- Daily operation of Desktop Computers, Printers, Photocopiers, Fax Machines, Scanners
- This position will require the incumbent to balance, bend, lift, climb, stoop, kneel, crouch, and reach while working with Office Materials/Equipment/Machines (eg: changing toners or refilling paper in machines, handling files or other like materials).
- Incumbent must be able to lift up to 20 pounds in the course of day to day work (eg: packages/deliveries, moving boxes of files).
- Incumbent may be asked to work off site, or out of the office during the course of day to day work (off-site file storage, off-site errands/deliveries), which will include exposure to daily weather conditions.
- A valid class 5 Drivers License is required.

**PREPARED BY**

NAME:	DATE:
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**EXCLUDED MANAGER AUTHORIZATION**

I confirm that:		
1. the accountabilities / deliverables were assigned to this position effective: August 30, 2005.		
2. the information in this position description reflects the actual work performed.		
3. a copy has / will be provided to the incumbent(s).		
NAME:	SIGNATURE:	DATE:

## SELECTION CRITERIA

### Education:

- A combination of one (1) year of clerical/administrative supportive experience, education and/or training.
- Experience/training in keyboarding, word processing, spreadsheet and other standard computer applications (Word, Excel and Outlook);
- High level of data entry accuracy – data entry skills will be verified through administrative testing.

### Knowledge:

- Of general office procedures;
- Of computer programs (**Specifically - Excel, Word, Outlook**)
- Of operation of general office equipment;
- Of oil and gas business practices and procedures is an asset.

### Skills and Abilities

- Ability to use computer applications to enter and retrieve data/produce and edit a variety of correspondence, documents and reports;
- Strong Interpersonal communication and co-operative skills to deal effectively with clients, public, agencies and Ministry staff;
- Ability to work under pressure and adapt to change, and organize workloads;
- Good judgment and reliability (attendance).

## KEY COMPETENCIES

1. **Adaptability** - Willingness and ability to effectively work in and adapt to change
2. **Initiative** - Takes the initiative to identify new challenges or opportunities
3. **Personal Development** - Takes responsibility for personal development
4. **Professionalism** - Promotes a positive image of the organization by taking personal responsibility for one's role and acts consistent with OGC values
5. **Communication** - Ability to clearly convey and receive messages
6. **Teamwork** - Working cooperatively and productively with others to achieve results
7. **Contributes to a Positive Work Environment** - Behaves in a manner that supports the organization and colleagues
8. **Service Orientation** - Takes personal responsibility for addressing client questions and concerns
9. **Process Improvement** - Proactively identifies process improvements and takes the appropriate steps to implement them
10. **Focus on Priorities** - Is able to identify priority activities and remains focused on the highest priorities
11. **Detail Oriented** - Sets and attains high standards for quality and accuracy in work
12. **Problem Solving** - Uses critical thinking skills to solve problems and achieve effective solutions