

Job Class Profile: Government Loans Administrative Officer I**Pay Level: CG-29 Point Band: 622-675**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	4	2	4	4	3	3	1	1	
Points	280	67	13	19	120	65	62	21	11	658

JOB SUMMARY

The Government Loans Administrative Officer I performs financial administrative work relating to the provincial lending and guaranteeing programs.

Key and Periodic Activities:

- Performs administrative and accounting functions related to the Province's guaranteed loans, direct loans and investments.
- Performs administrative functions related to the government's lending and guaranteeing programs including the setting up of accounts, recording of cash receipts and disbursements, collection of accounts in arrears, reporting of irregularities to senior officials, preparation of monthly status reports and the initiation of legal proceedings through the Department of Justice.
- Prepares reports for inclusion in the Public Accounts.
- Assists in the detailed financial analysis of information presented in support of a request for government assistance.
- Prepares analysis of proposals requesting extensions of government assistance, including the drafting of reports for review by senior officials.
- Coordinates the flow of all legal documents ensuring appropriate signatures are obtained and that all necessary registrations are done through the Department of Justice.

SKILL**Knowledge****General and Specific Knowledge:**

- Knowledge of financial management and accounting.
- Knowledge of related Legislation & Regulations

Formal Education and/or Certification(s):

- Minimum: Graduation from an approved college or university with major course work in commerce, economics, business or public administration or related field supplemented by completion of at least third level courses towards a professional designation.

Years of Experience:

- Minimum: 1-2 years of related work experience

Competencies:

- The ability to utilize various computer software to capture, store and present financial information.

Interpersonal Skills

- A range of interpersonal skills are used to perform activities such as listening to information from other people, providing routine direction to others, and asking questions to get information.
- Communication occurs with employees within the immediate work area, supervisors and managers, companies, banks and financial institution officials, other government departments (Department of Justice and Municipal Affairs) and debtors.
- Most significant contacts include companies, banks and financial institution officials regarding the reporting of guarantees and adherence to the provisions of the related guarantees, security indentures and program guidelines; government Departments such as Department of Justice and Municipal Affairs; debtors concerning past due accounts, including initiating requests for legal action to the Department of Justice.

EFFORT**Physical Effort**

- Work demands do not result in considerable fatigue requiring periods of rest.
- Occasionally is required to lift files, supplies, etc. weighing less than 10 lbs.
- Work provides the opportunity to occasionally stand and walk within the office environment.
- Required to perform fine finger/precision work while sitting performing financial data analysis using a keyboard and mouse.
- Occasionally required to bend, stretch, retrieve and return files.

Concentration

- **Visual** concentration may include staring at a computer screen to record information and perform analysis.
- **Auditory** concentration may include listening to clients and other contacts on the phone as well as coworkers and supervisors in the office who provide direction or guidance.
- May be required to work within tight **timelines** during month end reporting time.

Complexity

- Performs a series of tasks and activities that are quite different and related requiring similar knowledge and skills.
- Typical challenges/problems regularly include technical tasks or challenges with either obvious solutions or a limited number of solutions. These challenges can be addressed by following procedures and/or guidelines. Occasionally, performs tasks in which a limited number or no guidelines exist to assist.
- Typical challenges/issues include ensuring all complete and necessary information is obtained and recorded.
- There are various policies and procedures as well as guidelines to assist and address issues and challenges.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Work is performed independently within established policy and procedural guidelines. Work is reviewed through discussion and review of reports. — Performs administrative work related to the government loans and records and provides information to others regarding the status of those loans.
Impact
<ul style="list-style-type: none"> — Generally have impact within immediate work area, within the department or group, outside the department and on debtors. The results are directly felt on finances and corporate image. — The effect of an error or consequence could be significant to clients, department and finances, in the event of an improper calculation or if confidential information is not handled properly, however is mitigated by supervisory control.
Development and Leadership of Others
<ul style="list-style-type: none"> — There is no supervision of staff. May provide advice/guidance to new employees.

WORKING CONDITIONS

Environmental Working Conditions
<ul style="list-style-type: none"> — There is no requirement for any special precautions or safety equipment. — No unusual adverse environmental conditions exist.