

TALKING PAPER

ON

ADMINISTRATIVE ASSISTANT RESPONSIBILITIES

- The purpose of this paper is to familiarize administrative assistants with their selection board duties and provide guidance and information on their responsibilities
- First Day
 - Plan to arrive **no later than 0645 on the first day of the board** (usually Monday) to receive training
 - Uniform of the day is any blue uniform combination
 - Prior to the start of the board, the Chief, Selection Board Secretariat and the Control Room NCOIC will brief you on your duties -- the panels you will be assisting will be assigned at that time
- Duties during the board
 - Duty Hours: 0730-1700 but may adjust by Chief, Selection Board Secretariat and the Board President. **Ensure** you check with the Primary Recorder before leaving for lunch and departing for the evening
 - Distribute records to panel members using the records control sheet – It is imperative that you keep control sheet current and accurate
 - **Do not participate or comment on any board member discussion** – provide assistance when asked to clarify administrative questions. Remain with your panel unless assisting another admin assistant
 - Collect ballots – ensure score on ballot is legible
 - Take each completed stack of records and ballots immediately to the control room – **Please do not hang out in the control room,** simply deposit the records and ballots and return to your panel
 - If a board member identifies a discrepancy – know what to do
 - Fill out “Missing/Erroneous Data in Selection Folder” discrepancy letter
 - Immediately pass to a recorder for disposition
 - Missing information or information requested will be passed to you as soon as received or will be saved for New Documents processing
 - Start a log to annotate missing or erroneous information to ensure we get the information to the board members
 - Do not let any panel member know there are splits to be resolved unless you have been notified by a recorder to do so.
 - **Don't hover or participate in discussion** – stand back from the panel and be ready to collect records as they finish splits
- Lunch Breaks

- Coordinate lunch breaks with the other administrative assistants
- Alternate lunch breaks to ensure an administrative assistant is on duty to assist your panel
- Board members break whenever they desire
- Good Admin Assistant Hints
 - Be alert and responsive – give 100% attention to your panel
 - Check with recorders or control room technicians when you need help
 - Always inform the recorder about anything you are unsure about
 - After a board member scores a stack of records, check to ensure records are in sequence before returning to the cart – don't read the record or write down interesting comments
 - Board Member comments remain in the board room – Deliberative process is protected by law and is not releasable outside the board room
 - Use the “crew concept” during the board – help others where necessary
 - You work for the Primary Recorder - **Regardless of Rank**
- **End of day duties**
 - Ensure tables/chairs and materials left on table are neatly arranged
 - Ensure pencils are sharpened and replenish any necessary supplies
 - Remove any trash and take coffee cups to dishwasher
- **Some Don'ts**
 - Don't speak loudly or carry on long conversations with other admin assistants
 - Don't guess at the answer to a question – **Ask for Help**
 - Don't work your office while you are here – focus attention on your panel
 - Do not look through, read, or write down comments from the records – you are not a board member – remember the consequences could be removal from duties and curtailment of TDY
- Miscellaneous
 - Coffee and snacks are available in the lounge for the week – fee is \$10
 - **Visitors are not allowed in the boardroom – make arrangements to meet them outside the Selection Board Secretariat**
 - There will be a social the first night at the hotel