



S.A.Y. LANDS OFFICE

www.saylandsoffice.ca

The S.A.Y. Lands Office is committed to managing the lands on behalf of its partner communities in a manner that promotes safety, environmental protection, and sustainability. Our employees enjoy being a part of a positive environment of communities with strong leaders and committed community members.

RECORDS CLERK

FULL-TIME, term position (1 year TWS)

Wage: \$ 16.67/hour

The Records Clerk manages all records for the office and is in charge of the records room. This includes tracking and updating information such as applications for Indian Status Cards, membership applications, registrations. This position is responsible for assisting Community Members with their applications. This role is also responsible for inputting data and tracking information in Xyntax and other software programs. The Records Clerk updates and maintains member data, recording changes and providing assistance during elections. This position ensures that all records and information are updated, backed up and secured as hard and soft copies as applicable.

Responsibilities:

- Creates, updates, inputs and edits data in the information management system
- Work with all departments to ensure the proper recording and entry in the record management system
- Assists potential members with applications for membership and forward for processing and review
- Operate information retrieval systems and respond to requests for records
- Oversees the record room, including filing, organizing, security, privacy and disposal of information as applicable
- Provide all users with training, support, assistance and guidance on the records management information system
- Filing, photocopying, fax and scan documents as needed
- Maintain accurate records and input statistical data related to the community (e.g. population, age, gender, etc) for members both on and off-reserve
- Assist members with completing forms and submitting birth certificates to register the birth of a child
- Engages members to encourage attendance and participation in clinics and information sessions
- Register deaths and submit death certificates
- Assist individuals in filling out a Secure Certificate of Indian Status (SCIS), ensuring proper identification
- Prepare membership list of eligible voters and candidates for any upcoming elections.
- Backup and secure all records

Successful candidates will have/be:

- Under or un-employed
- Knowledge of First Nation culture and working with First Nations and citizens
- Minimum one (1) year experience in an office or administrative role working with First Nation communities or equivalent experience
- Proven ability to maintain the confidentiality of documents, records and information
- Previous experience working with a records management system, such as Xyntax, is preferred
- Ability to prioritize workload and meet deadlines
- Computer skills, including fundamental knowledge of Microsoft Office – Word, Excel, and Outlook

Office space may be shared and noise or interruptions can be expected. Multi-tasking and deadlines can be expected.

HOW TO APPLY

Applicants should send a resume and cover letter with three (3) references identified outlining how they meet the specific requirements of the position to manager@skowkalefn.com (Please include position title in the subject line). **OPEN UNTIL FILLED**

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Preference may be given to candidates of First Nations ancestry and have knowledge of local First Nations traditional customs and practices.