

Title: Lands Clerk

Department: Lands Department

Position Summary:

The Lands Clerk reports to the Lands Manager, this position is responsible for assisting in the management of Katzie First Nation lands and providing lands specific administration support services as they pertain to the Katzie First Nation Land Code.



Principle Duties:

1. Provide reception or direct client service as it pertains to Land Code;
2. Create templates for registering instruments i.e., CP's, leases, permits, easements etc;
3. Word processing, creating power point presentations, community newsletters, and short term callouts for land specific training opportunities in a Windows environment;
4. Data entry and research using the lands software programs such as the First Nation Lands Registry System (FNLRS), Excel and other programs as designed for the Lands Department;
5. Carry out the administrative functions of land registrations;
6. Assist clients with filling out forms, applications, research etc;
7. Coordinate meetings, workshops, and special meetings and record Lands related meeting minutes;
8. Assist with updating the Katzie Lands Inventory Database;
9. Assist the Lands Department staff with general office duties such as photocopying, faxing, setting up of meetings/workshops/events as requested;
10. Assist with the coordination of land related referendums;
11. Implement and maintain the filing system for the Lands Department.
12. Ensure there are adequate office supplies available to the Lands Department;
13. Able to take training courses/programs when and where required;
14. Work a flexible schedule as required.
15. Hold a high level of integrity and maintain confidentiality of clients, staff and the Katzie First Nation;
16. Receive and respond to communications from external parties including community members, business partners, consultants, legal counsel, potential clients and public.
17. All other duties as assigned.

Knowledge, Skills, and Abilities

- Excellent communication skills (written and verbal);
- Excellent interpersonal skills and ability to work with a variety of people from different backgrounds, demonstrating professionalism at all times;
- Exceptional organizational skills and attention to detail;
- Ability to take initiative and prioritize multiple projects;
- Ability to review analyze and interpret land related legal documents for accuracy and legal requirements including survey maps;
- Proficient in Microsoft Office;
- Familiar with communications software;
- Ability to transfer knowledge;
- Knowledge of the First Nations Land Management Act, Framework Agreement, Land Code, Land Use Laws, and Policies.

Training, Education, and Experience:

- Minimum 2 years' experience working in an office environment; preference will be given to those who have experience in similar role;
- Completion of Grade 12 or GED equivalent;
- Completion of Geographical Information Systems including Google Pro is a definite asset;
- Previous experience working in a First Nation or Aboriginal environment is an asset.

Additional Requirements:

- Driver License Required and Reliable Transportation;
- Ability to travel
- Criminal Records Check.

Application Instructions:

The following documentation must be provided to the Katzie First Nation Land's Manager:

- A cover letter that clearly identifies the job posting number and position, as well as a description of your relevant qualifications; a current resume; and a minimum of two employment references, unless you have been employed by the Katzie First Nation for the previous 12 consecutive months;
- Copy of Driver's License and Criminal Records Check;

By mail in a sealed envelope titled "**Lands Clerk Job Competition**" by the closing date **March 29th 2018 @ 4:00pm**; or by EMAIL: stacey@katzie.ca

Salary:

Based on level of experience.