



Aamjiwnaang First Nation

EMPLOYMENT OPPORTUNITY

Position Title: Lands Clerk

Location: Sarnia, ON

Duration: Permanent Full-time

Posting Closes/Deadline: April 30th, 2024

Tentative Interview Dates: May 6th-10th, 2024

Purpose of the Position

Under the direction of the Lands Management Coordinator, the Lands Clerk is responsible for providing day-to-day administrative and clerical support to the Lands department. This position performs a wide variety of administrative support services, all of which contribute to the efficient and professional operation of the Lands department. Within a customer-service oriented environment, the incumbent is responsible for providing reception, information services, office and administrative assistance. It is expected that the incumbent is well organized and possesses excellent time management skills.

Responsibilities

Administrative Assistance:

- Answers enquiries directly and by telephone and email and provides information to the public in accordance with the *Privacy Act*.
- Document scanning and e-filing
- Perform general clerical duties including organizing, filing, shredding, and photocopying documents and files, etc.
- Orders, organizes, and maintains office supplies and consumables
- Researches and provides information materials, such as electronic data (Internet) for projects and special assignments.
- Organizes travel arrangements, course/conference registrations for Lands Management Coordinator if required.
- Provides support to committees; recording and transcribing minutes, preparing agenda packages, and arranging logistics of meetings
- Proofreads and edits materials to ensure high quality communications
- Provides administrative support as required
- Other duties as required and assigned by the Lands Management Coordinator

Key Activities:

- Responsible for answering phones, responding to voice or e-mail messages, as well as sending and receiving faxes – with ICS, NRCan, Surveyors, Lawyers, other external agencies, staff and public.
- Maintains Individual Land Holding files and Lawful Possessor Report files to ensure they are kept current and accurate.
- Maintain and enhance the current Lands Department filing system and database.
- Under the direction of the Lands Management Coordinator, prepares legal documents such as leases, addendums, etc.
- Preparation of the drafting of documents requested by individuals such as land transfers and right of way agreements as directed by the Lands Management Coordinator.
- Assists Lands Management Coordinator with the provisions of information and materials as requested by lawyers or outside agencies such as parcel abstracts, lease payments owing.
- Records the receipt of all registered documents and distributes to locates and lessees as appropriate.

- Provides support to committees; recording and transcribing minutes, preparing agenda packages, and arranging logistics of meetings
- Assists in meeting deadlines for various tasks and in the planning of events and workshops as required

Guidance:

- Working Relationships with:
 - The Lands Management Officer – Receive direction, guidance, and encouragement; discuss plans and priorities.
 - Other Departments – Provide information and clerical support as required.
 - Co-workers – Provide information to other staff as required in spirit of cooperation and teamwork.
 - The Public – Provide information directly, by email, written letter, and telephone in a professional manner.

Competencies:

- The Lands Clerk requires several dynamic competencies. The incumbent must maintain strict confidentiality in performing the duties of the position.

Other:

- Other duties as assigned.

Minimum Requirements

- Post-secondary Education (two (2) years) – graduate in Office Administration, or an acceptable combination of education and experience.
- High level of computer and word processing skills.
- High level of clerical skills; good knowledge of acceptable office practices.
- Excellent public relations skills, including an appreciation of the need for discretion and a professional and informed approach with the public.
- Ability to build and foster relationships with staff, families, Chief and Council, volunteers, and community resources
- Sensitivity to Indigenous issues

Knowledge, Skills, and Abilities

- Excellent oral and written communication skills
- Excellent public relations, including an appreciation of the need for confidentiality, tact and discretion
- Comprehensive knowledge of the *Indian Act* and Regulation as they pertain to the administration and management of Indian Reserve Lands.
- Ability to identify, evaluate and correctly interpret evidence relating to interests in, title to and status of reserve land; draft and submit land instruments for approval and registration; conduct encumbrance checks in ILRS; identify appropriate *Indian Act* legislation as it relates to instrument type and purpose.
- Ability to use ICS land registry system to conduct encumbrance checks in ILRS/External Agencies.
- Ability to verify membership as it relates to land management (e.g., estates, allotments, transfers).
- Experience preparing meeting agendas, minutes, letters, and memos accurately
- Attention to detail and proofreading skills
- Filing and document organization
- Ability to analyze, interpret and apply basic contract law.
- Ability to identify and interpret the Lands Management Manual.
- Ability to read and understand Canada lands Survey Records (CLSR) and Regional Survey of Ontario (R.S.O.).

Other Considerations

In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Aamjiwnaang Band Members with relevant education/experience (R.S.C 1985, c. H-6, s16 (1-3)).

Application Process

If you are interested in this opportunity, kindly forward your resume and cover letter via mail, email, or fax to:

Aamjiwnaang First Nation
978 Tashmoo Avenue
Sarnia, ON
N7T 7H5

Attention: Ashley Fisher, Human Resources Officer

Or

humanresource@aamjiwnaang.ca

Or

519-336-0382 fax

For more information, check us out online at www.aamjiwnaang.ca