



Treaty 6
PO BOX 147 GALLIVAN, SASKATCHEWAN
S0M 0X0
Phone: 306-937-2990 Fax: 306-937-7010
Email: Reception@sweetgrassfirstnation.ca

JOB POSTING

Lands & Registry Clerk / Assistant

Sweetgrass First Nation is seeking to hire a **Lands & Registry Clerk/Assistant** in the Lands Department. **This permanent full-time position is 70 hours a bi-weekly, Monday- Friday, 8:30 am – 4:30 pm**

POSITION OVERVIEW:

The Lands & Registry Clerk/Assistant is responsible for providing administrative support to the Lands Officer. This position is also responsible for administering the Registry program for the band members of Sweetgrass First Nation.

RESPONSIBILITIES:

- Provide administrative duties to support the Lands & Registry team.
- Answering calls and booking appointments
- Taking client applications for registration and status cards
- Taking photos for Status Cards
- Completing status card reports required by Indigenous Services Canada
- Maintaining the Aboriginal Statistical Assistance Program (ASAP)
- Preparing letters and correspondence
- Other duties as assigned

TECHNICAL COMPETENCIES:

- Effective communication skills
- Knowledge of office practices, procedures, and techniques
- Ability to develop positive relationships
- Strong computer skills (MS Office)
- Organized
- Able to work under minimal supervision
- Strong office and project management skills

QUALIFICATIONS:

- Grade 12 or equivalent
- Relevant training or certification as a Program Assistant
- Previous administrative experience
- Clear Criminal Record and Vulnerable Sector Check
- Valid Driver's License

If you wish to apply, please send cover letter and resume to the reception by **FEBRUARY 6, 2023**

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DEADLINE TO APPLY: EXTENDED TO FEBRUARY 6, 2023