

SERPENT RIVER FIRST NATION

195 Village Road
Cutler ON, P0P 1B0



Telephone: (705) 844-2418
Facsimile: (705) 844-2757

EMPLOYMENT OPPORTUNITY

Membership Clerk

Casual/Part time

Position Summary:

The Membership Clerk is responsible for the accuracy of the Serpent River First Nation Band membership list, ensures all vital statistics records are in order and issuance of Indian Status/Band membership cards.

Position Duties

- Maintains the Indian Register and Band List.
- Assists any individual who is applying for registration as a status Indian or band member, by guiding them through the related band policies or referring them to various organizations for conducting investigative research through archival material.
- Checking all pertinent details with the Indian Registry Administrators and carefully examining the supporting documents to determine applicants' eligibility
- Verifying the information provided on the application form and ensuring that the information is consistent with the information in the Indian Register.
- Posting a copy of the band change reports in the band office on a monthly basis for a period of three years in accordance with the Indian Act.
- Informing individuals of the decisions made by the registrar concerning their applications for Indian status.
- Issuing status cards to registered Indians in accordance with departmental policies and procedures.
- Ensures that the integrity of the Indian Registry Program is maintained at all times.
- Ensuring the Indian Lands Registry is accurate and is reflected in the records of the administration.
- Other duties as may be assigned.

Qualifications

- A minimum education level of Grade 12 or equivalent with a minimum one (1) year experience in environment directly related to the duties of the position and/or filing
 - Skill in the use of personal computers and related software applications
 - Knowledge of the Indian Registry process, related policies and membership resources
 - Knowledge of Indian Act.

- Knowledge of file management techniques and practices
- Proven ability to conduct administrative paperwork, and perform office duties
- Good interpersonal skills
- Good written and oral communications skills
- Experience in advanced keyboarding, word processing, and other software applications such as PowerPoint, spreadsheets, internet browsers
- Provide proof of COVID vaccination (2 doses)
- Knowledge of the Seven Grandfather Teachings
- Other duties as assigned.

Interested applicants **MUST** submit a cover letter, resume, and three references (preferably 3 recent employment references from a direct supervisor/manager or 2 recent employment references from a direct supervisor/manager and one [1] character reference):

Attn: Human Resources
195 Village Road, Cutler Ontario, P0P 1B0
Fax: 705-844-2757
Email: hr.jobs@serpentriverfn.com
By: November 28, 2023 at 4:00 pm

Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted.

Preference will be given to Indigenous applicants.

**Detailed Job Description is available upon request*