

SERPENT RIVER FIRST NATION

195 Village Road
Cutler ON, P0P 1B0



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

EMPLOYMENT OPPORTUNITY

Membership Clerk

Temporary Full 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. This position will work in the absence of the full time Membership Clerk or as needed based on schedule and /or workload.

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@serpentrivern.com
By: OPEN UNTIL FILLED

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*