

# Employment Opportunities



**Position:** File Clerk  
**Service Area:** Lands LMSA  
**Salary:** Based on Education and Experience  
**Date Posted:** April 17, 2025  
**Closing Date:** May 17, 2025  
**Competition Number:** SNTAEAS-03-04-17-25

## POSITION SUMMARY:

The Registry File Clerk is to organize and preserve Land Management records and manage file documents in physical and digital format. Manage the flow of documentation within the Land Management area and ensure staff have access to necessary documents and records

## DUTIES & RESPONSIBILITIES:

- Answering the main line and directing calls
- Assist in developing an efficient filing system to make updating and retrieving files easier.
- Sorting paperwork and information, etc., in adherence to and maintaining an efficient filing system.
- Digitize all important documents.
- Create or update records with new files and information.
- Log all incoming and outgoing mail correspondence.
- Check incoming paperwork (correspondence, invoices, etc.) and make copies before distributing.

## MINIMUM QUALIFICATIONS:

### Required Knowledge, Skills, and Abilities

- Knowledge of Electronic Document Management System (EDMS).
- Knowledge of Microsoft Office applications including Excel.
- Proficient typing and editing skills.
- Good English language communication skills both oral and written.
- Demonstrate reliability in a teamwork atmosphere.
- Ability to work in a team environment and independently.
- Excellent organization skills and self-motivate.
- Ability to work with confidential information with integrity and trust.

### Education and Experience

- Post-Secondary Certificate in Information and Records Management preferred.
- Grade 12 High School Diploma required.
- Two years' experience in file record administration required.

### Other: Culture/Language:

Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language.

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.

**EMAIL:** [recruitment@siksikanation.com](mailto:recruitment@siksikanation.com) To Apply, Receive a Job Description or Employment Application form.

CALL 403-734-5567 or 403-734-5579 to learn more.

**WEBSITE:** [www.siksikanation.com](http://www.siksikanation.com)