

# Employment Opportunity



**Position:** Land Clerk  
**Service Area:** Land Management  
**Location:** Government and Industry  
**Salary:** Based on Education and Experience  
**Date Posted:** November 18, 2025  
**Closing Date:** December 2, 2025  
**Competition Number:** COO-01-11-18-25

## **POSITION SUMMARY:**

The Land Clerk will assist in preparing agreements and documents files for land and natural resources related requests and activity. Responsible for the issuance, reconciliation, and reporting of general access permits, surface, and surface subleases, permits and other related fee schedule payments. Assist in desktop compliance review of land and natural resource related surface and subsurface agreements and files.

## **DUTIES & RESPONSIBILITIES:** *Duties include but are not limited to:*

- Implement and monitor a tracking system for access permits as well as land and natural resource leases and permits, including recording and reporting of related fee payments.
- Maintain an inventory of land use inquiries, requests and associated lease and permit applications including record keeping of responses to proponents.
- Analyze and process periodic access permit inquiries and requests in a concise and professional manner.
- Compile and prepare periodic access permits and material acquisition invoices to external parties.

## **MINIMUM QUALIFICATIONS:**

### **Required Knowledge, Skills, and Abilities**

- Strong proficiency in Microsoft Office applications.
- Knowledge of general office procedures and processes.
- Knowledge of land management issues and legislation affecting First Nations.
- Excellent organization skills, to prioritize and meet deadlines
- Ability to compile, verify, and analyze financial and office records and documents.
- Effective oral and written communication skills.

### **Education and Experience:**

High School or equivalent is considered. Combination of Education and Experience is also considered. Two years' experience in financial administrative support. Combination of Education and Experience is also considered.

### **Other:**

Valid Alberta Class 5 Driver's License and Five-year Driver's Abstract required.  
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.  
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