

# Employment Opportunity



**Position:** Land clerk  
**Service Area:** Land Management  
**Location:** Siksika Nation  
**Salary:** Based on Education and  
**Experience Date Posted:** May 14, 2026  
**Closing Date:** May 28, 2026  
**Competition Number:** GIO-01-05-14-26

## POSITION SUMMARY:

The Land Clerk will assist in preparing agreements and document files for land and natural resource related requests and activity. Responsible for the issuance, reconciliation and reporting of general access permits. surface, and subsurface leases. 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:*

1. Answering and directing calls and people to appropriate staff.
2. 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;
3. Analyze and process periodic access permit inquiries and requests in a concise and professional manner
4. Compile and prepare periodic access permits and material acquisition invoices to external parties;
5. Responsible for dictation, transcribing and preparing land management meeting minutes;

## 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.
- Effective communication skills both oral and written.

## Education and Experience

Post-Secondary Certificate in Land Administration, Business Management, or related field required.  
Two years' experience in administrative support required.

## Professional Designation/Certification/Licenses:

Valid Class 5 Driver's License

## Other:

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

**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)

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