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**CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION**  
**EMPLOYMENT OPPORTUNITY -**  
**FULL TIME – TWO (2) YEAR CONTRACT**

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<b>PROGRAM AREA:</b>	LANDS DEPARTMENT
<b>POSITION TITLE:</b>	LANDS CLERK
<b>REPORTING PROTOCOL:</b>	REPORTS TO THE LANDS MANAGER

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**POSITION SUMMARY:** The Lands Clerk will be responsible for providing administrative support, in completing the land use plan, for leasing, and lands, and for keeping the Lands Manager up-to-date in a timely manner for the Kettle & Stony Point First Nation Lands Department.

**ABILITIES REQUIRED:**

- Excellent Human Relations/Public Relations skills essential.
- High level of clerical skills; good knowledge of acceptable office practices.
- Excellent public relations skills, including an appreciation of the need for discretion and a professional and informed approach with the public.
- Proficiency in report development skills an asset.
- Maintain a positive, efficient and effective presence within and for the community.
- Must have a proficient level of communication skills, verbal and written.
- Must possess excellent organizational and time-management skills.
- Must have a proficient level of computer skills including spreadsheet/database applications and word processing software applications.
- Ability to use ICS land registry system to conduct encumbrance checks in ILRS/External Agencies.
- Ability and willingness to learn.
- Ability to work with little or no supervision.
- Driver's License and dependable vehicle beneficial but not necessary

**EDUCATION/PROFESSIONAL REQUIREMENTS:**

- Diploma in Office Administration or minimum Grade 12 with an equivalent combination of experience in a similar or related position with a proven demonstration of skills.
- Must be/become familiar with the First Nation Land Management Act (FNLMA) and its processes/applications.

**PREFERENTIAL HIRING REQUIREMENTS:**

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates
- Applicants must consent to a full background check upon hiring.

**PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME  
AND A MINIMUM OF THREE (3) WORK RELATED REFERENCES  
BY AUGUST 4<sup>th</sup>, 2022 BY 4:00PM**

**ATTN: HR Department – Lands Clerk**

**Email to: [hr.assistant@kettlepoint.org](mailto:hr.assistant@kettlepoint.org)**

**Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1**

**Fax to: 519-786-2108**

*For a full Job Description email the HR Assistant at: [hr.assistant@kettlepoint.org](mailto:hr.assistant@kettlepoint.org)*

*Interviews will be scheduled shortly after the closing date.*

**ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT.**