



Provincial Citizenship Registry  
209-2121 Airport Drive Saskatoon, SK S7L6W5  
<https://www.metisnationsk.com>

### **Intake Clerk - Saskatoon**

The Métis Nation – Saskatchewan is seeking a strong team player committed to quality service to carry out objectives of the Registry and to provide a range of services as **Intake Clerk**. This **full-time position** reports to the Registrar and is based at the Métis Nation – Saskatchewan office in Saskatoon, SK. Please submit resume, references and cover letter to [info@mnsregistry.ca](mailto:info@mnsregistry.ca) by October 8, 2019.

### **Qualifications**

- Post-secondary education in business administration or related field
- Must provide a clean Criminal Record Check with the Vulnerable Sector once hired
- A minimum of 2 years experience in an office environment assisting clients
- Excellent oral and written communication skills
- A commitment to delivering a quality public service
- Ability to act with tact and discretion and maintain confidentiality of clientele
- Ability to work methodically, accurately and neatly
- Possess strong organizational and interpersonal skills
- The ability to work as part of a team
- Ability to work independently, perform well under pressure with shifting deadlines
- Sort, catalogue, scan and file electronic and original documentation
- Experience using MS Office Suite, Outlook, Computers, Scanners, and basic office equipment
- General knowledge of databases, electronic search engines and retrieval techniques
- Commissionaire of Oaths or able to obtain Commissionaire of Oaths
- Trustworthy and reliable

### **Responsibilities**

- Act as first point of contact for prospective Métis Nation citizenship applicants
- Interview citizenship applicants and prospective applicants and provide information on the citizenship application process
- Provide detailed information regarding eligibility, the application process and the requirements for citizenship
- Provide prospective applicants with detailed information on the application process and the supporting documentation required – in person and on phone or by email
- Ensure that the prospective applicant has a clear understanding of the criteria required to apply, based on the bylaws and the definition of Métis

- Ability to maintain confidentiality and work with appropriate judgement, discretion and adherence to policy
- Ensure the quality and accuracy of work at all stages
- Ensure that all activities are conducted in accordance with established policy and procedure
- Complete the application intake process, including database entry
- Make photocopies of documentation and submit where required
- Provide prospective applicants who require it with assistance in completing the application form
- Creating/opening new applicants files, arranging the application forms and supporting documentation in accordance with the guidelines
- Take photo of applicants, label, edit, crop and upload to the system
- Scan forms submitted by applicants, label, edit, crop and upload to the system
- Review the applications, generate and issue letters when required
- Assist with basic genealogical research and determine missing documentation
- Travel for mobile intake sessions within the province
- Statistics tracking and reporting
- Any other duties and responsibilities as directed by the Registrar