

Registration Clerk – Meadow Lake Job Description



POSITION TITLE: Registration Clerk

DEPARTMENT: Registry

CLASSIFICATION: MGO-02

SALARY RANGE: \$40,000.000 to \$47,804.000 Per Annum

POSITION TYPE: Full-time, Permanent

LOCATION: Saskatoon

ACCOUNTABLE TO: Director of Registry/Registrar

Brief Overview:

The Métis Nation–Saskatchewan is seeking a strong team player committed to quality service to carry out the objectives of the Registry and to provide a range of service as Registration Clerk starting July 2021. This a full-time position is based at the Métis Nation–Saskatchewan Registry Office in Meadow Lake, SK.

Key Responsibilities:

- Act as point of contact for prospective Métis Nation–Saskatchewan citizenship applicants.
- Provide detailed information regarding eligibility, the application process, and the requirements for citizenship by email, phone, or virtual meeting.
- 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.
- Check the documentation submitted by the prospective applicant against the Applications Checklist and review the supporting documentation to determine if the person has provided sufficient documentation to formally initiate an application.
- Complete the application process, including database entry and photo editing.

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- Provide prospective applicants who require it with assistance in completing the application form by email, phone, or virtual meeting.

Qualifications

- Post secondary education and/or a minimum one-year experience in an office environment assisting clients.

Knowledge and skills:

- A commitment to delivering a quality public service.
- Able to sit at a computer for extended periods.
- Able to have lengthy phone calls in a confidential setting.
- Able to act with tact and discretion and maintain confidentiality of clientele.
- Able to work methodically, accurately, and neatly.
- Possess strong organizational and interpersonal skills.
- The ability to work as part of a team.
- Able to work independently and perform well under pressure with shifting deadlines.
- The ability to sort, catalogue, scan, and file electronic and original documentation.
- General knowledge of databases, electronic search engines and retrieval techniques.
- Training and/or experience interacting with the public in a retail and/or service environment.
- Experience with Adobe documents, Photoshop, Zoom, and Microsoft Office Suite.
- Able to establish a home office with a stable internet connection and a private, secure workspace.

Additional requirements:

- Must undergo a Criminal Record and Vulnerable Sector Check
- Excellent oral and written communication skills.
- Valid driver's license and a clean drivers abstract.

Please submit resume, references, and cover letter to hr@mnsregistry.ca by 11:59 pm on June 27, 2021.

Due to COVID-19 restrictions all applicants must be able to work remotely in a secure location maintaining client confidentiality. Only candidates selected for an interview will be contacted.