



Job Description:
Information Clerk

POSITION TITLE: Information Clerk

DEPARTMENT: Registry

CLASSIFICATION: MGO-01

SALARY RANGE: \$35,000.000 to \$41,828.000 Per Annum

POSITION TYPE: Full-time, Temporary

LOCATION: Saskatoon ACCOUNTABLE TO: Director of Registry

Brief Overview:

The Métis Nation–Saskatchewan (MN–S) is seeking a strong team player committed to exceptional service to carry out the objectives of the Registry as an Information Clerk starting September 2021. This term full-time position will run until December 2021. This position may be based at one of the MN–S Registry Offices located in Meadow Lake, Prince Albert, Regina, or Saskatoon, however due to COVID-19 restrictions we are looking for an individual who can also work remotely.

Key Responsibilities:

- Ensure that all activities are conducted in accordance with established policy and procedure.
- Excellent oral and written communication skills. Valid driver's license and a clean Drivers Abstract.
- Able to provide a Criminal Record Check with the Vulnerable Sector once hired.
- A commitment to delivering a quality public service.
- Able to sit for extended periods at a computer.
- Able to have lengthy phone calls in a confidential setting.
- 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.
- You enjoy working 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.
- 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 stable internet connection, and a private and secure workspace.

Qualifications

- An equivalent combination of education and/or experience may be considered, as long as it directly relates to the essential duties.

Additional requirements:

- Valid Saskatchewan driver's license and access reliable transportation.
- Must undergo a Criminal Record Check with the Vulnerable Sector.
- Please submit resume, references, and cover letter to hr@mnsregistry.ca by 11:59 pm on August 13, 2021.
- **Due to COVID19 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.**

