



## Job Description: Registration Clerk

**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

### **Brief Overview:**

The Métis Nation–Saskatchewan (MN–S) is seeking a strong team player committed to quality service to carry out objectives of the Registry and to provide a range of service as Registration Clerk. These full-time position reports to the Director of Registry and is based at the office in Saskatoon. The position will start on January 4<sup>th</sup>, 2023

### **Key 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

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#### **Métis Nation–Saskatchewan (MN-S)**

310-20th Street East  
Saskatoon, SK S7K 0A7  
306.343.8391  
[metisnationsk.com](http://metisnationsk.com)



- 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
- Support the Registry teams in Registry matters including working with clients, research, data entry, training and Mobile Intake.
- Uphold and abide by MN–S and MN–S Registry policies and procedures and guidelines as established and implemented.

### Qualifications

- Post secondary education in business administration or related field
- A minimum 2 years of experience in an office environment assisting clients

### Knowledge and skills:

- 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 MSOffice 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

### 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](mailto:hr@mnsregistry.ca) by 11:59 pm on December 2<sup>nd</sup>, 2022.



- Only candidates selected for an interview will be contacted.
- Must be fully vaccinated against COVID-19

**As the government responsible for advancing rights and interests of Métis people in Saskatchewan, MN-S is committed to increasing the number of Métis employees working for the Nation. Hiring preference will be given to qualified candidates who are: Métis or another Indigenous group.**

