



## Job Description: Registry 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:** Meadow Lake

**ACCOUNTABLE TO:** Registrar

### **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. This full-time position reports to the Director of Registry and is based at the office in Meadow Lake. The Registration Clerk will work onsite in a secure location within the MN–S Registry Department.

### **Key Responsibilities:**

- Support the Registry in matters including working with clients, data entry, research, specialized training sessions, and Mobile Intake.
- Act as first point of contact for prospective Métis Nation citizenship applicants
- Guide and support applicants by providing information on the citizenship application process.
- Provide detailed information regarding eligibility, the application process, and the requirements for citizenship in person, on phone and/or by email.
- Ensure that the prospective applicant has a clear understanding of the criteria required to apply, based on the bylaws and the MN–S Constitutional 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 procedures.
- Provide prospective applicants, who require it, with assistance in completing the application form.
- Processing new applicants' files by arranging the application forms and supporting documentation.



- Take photo of applicant; label, edit, crop, and upload to the system.
- Digitize forms submitted by applicants, label, edit, crop, and upload to the system.
- Review the applications, generate, and issue letters when required.
- Complete internal genealogical research training to locate genealogical records and identify missing documentation for each file.
- Source completed genealogies for verification.
- Travel for mobile intake sessions within the province.
- Complete statistics tracking and reporting.
- Any other duties and responsibilities as directed by the Registrar.
- Attendance at events for mobile intake or as specific event support. Events may take place outside of the Saskatoon on evenings or weekends.
- Take part in training and skill development as assigned.
- Uphold and abide by MN–S and MN–S Registry legislation, policies and procedures and guidelines as established and implemented.

### Qualifications

- Post secondary education in business administration or related field.
- A minimum 2 year's experience in an office environment assisting clients.
- Must hold a Valid Saskatchewan driver's license, have access reliable transportation, and a clean driving abstract.

### 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 Microsoft Suite, Adobe, and basic office equipment.
- General knowledge of databases, electronic search engines, and retrieval techniques.
- Trustworthy and reliable

### Additional Information:

- 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 March 31, 2023.**
- 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.**

