



Fort Nelson First Nation

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INTERNAL/EXTERNAL POSTING

Job Title:	Records Management Clerk (Clerk III)	Posting #:	42-2023
Department:	Corporate Services	Grade:	3
Location:	Office at 2026 Kennay Yah Rd.	FTE:	1.0
Supervisor:	Office Administrator	Hourly Rate:	\$25.15-27.40
Key Duties:	Records, Research, Data Entry, Filing	First Posted:	2023-10-20
Effective Date:	Immediate, full-time permanent	Closes:	2023-11-20

Job Scope

Context: The Employer is currently implementing the Laser fiche records management system, and the Records Management Clerk will be responsible for participating in the Laserfiche® training program, and will eventually assist senior staff with training staff on how to use the Laserfiche® filing system.

Reporting to the Office Administrator, Corporate Services, the Records Management Clerk will update/set-up inventories and indexes for classification systems, cross-reference files, sort files, log and store records, work within records retrieval systems, research and extract records, and will prepare information for transfer into the Laserfiche® filing system. Research and retrieval, and organizing hardcopy and digital files for data entry make up the bulk of this employee's workload. Among other employer policies and terms and conditions of employment, the ability to maintain confidentiality over the sensitive material being handled is of paramount importance, and is a condition of employment.

Irregular job duties include backfilling for reception as assigned, providing prompt courteous, and seamless service such as attending to visitor inquiries, supplying information, processing phone calls, mail, faxes and payments.

Other related duties as required.

Candidate Profile

The Records Management Clerk embraces a team work environment and has previous experience using technical equipment to process records. The Clerk has an eye for details, and possesses good written and communication skills, and organizes and prioritizes assignments and takes initiative to follow through on pending items. This individual has a strong sense of confidentiality and professionalism, and maintains a diplomatic approach in all matters, and possesses exceptional listening and observation skills, as well as exceptional written and verbal communication skills, and is a team player who is comfortable with deadlines, task-switching, and prioritizing a heavy workload. This employee is responsible for assisting the Director and Office Administrator with implementing the new Laserfiche® records management system.

Preferred Qualifications

- Mature individual of professional presentation with a minimum grade 12 high school diploma, and combination of relevant experience.
- Three (3) years demonstrated experience providing records management support at an intermediate or greater level



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- Experience with databases, records management programs, filing systems, record keeping
- Strong reading comprehension skills
- Strong attention to detail and organizational skills
- Strong written, verbal and interpersonal communication skills
- Proficient computer skills and in-depth knowledge of relevant software such as MS Office Suite, Excel and Access
- Compliance with BC Immunization program, TB screening, and FNFN's requirement for COVID-19 vaccinations
- Ability to provide own transportation to and from work.
- Satisfactory completion of a Police Information Check.
- Valid BC Driver's License and satisfactory drivers abstract is required.

Additional Information

The following training/certificates and additional assets are preferred, but the Employer may provide training to successful candidate:

- Business Administration certificate or diploma.
- Experience work for, or a relational understanding of, First Nations Governance is an asset.
- Previous Document Control experience.
- Ability to speak Dene and/or Cree.
- Google™ drive, calendar, forms and other Google™ products.

Work Conditions

Successful candidate will work 35 hours per week (primary schedule is 8:30 a.m. to 4:30 p.m., Monday – Friday); however, to meet the needs of the Laserfiche© implementation timeline, overtime and weekend shifts may be required, periodically. Work takes place in office; handling hardcopy and digital files; using desktop peripherals and scanning devices to perform data entry. Lifting or moving objects less than 10 lbs. such as file boxes and office equipment. Overtime as approved by the supervisor.

Application Instructions

Closes: November, 20 2023 at 11:59 p.m. **Remuneration:** Rate offered to the successful incumbent is pending certification(s), skills, experiences, knowledge. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum requirements will receive a reply. * Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.