

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Posted: June 10th, 2022
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following **Full-Time Permanent** position.

CONSULTATION CLERK – GOVERNMENT SERVICES BUILDING

The purposes of this position are:

- To provide clerical support for the Consultation Department
- Maintain Consultation Database

Duties:

The duties and responsibilities of this position are categorized into four main functions:

1. Reception
 - Responsible for answering and directing all incoming calls
 - Responds to telephone and personal inquiries by providing factual information, or directing the questioner to the appropriate staff
 - Responds to telephone and personal inquiries by providing factual information in accordance with Privacy Act
2. Secretarial and Administrative Assistance
 - Provides secretarial services for the Consultation Lead, including the development and maintenance of all the files and accounts for the Consultation Department
 - Provides general secretarial, clerical and administrative services, including typing, transcriptions, filing, photocopying and sending and receiving fax and courier message/parcels
 - Maintain accurate, detailed records of projects within Curve Lake First Nation's territories utilizing the Consultation Database
 - Receives and posts mail
 - Assists in arranging staff meeting; booking appropriate event spaces and maintains awareness of staff whereabouts on a daily basis
 - Prepares invoicing, tracks filing fees and payments received
3. Other
 - Performs such other related duties as may reasonably be required by the Consultation Lead

Basic Requirements: (APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)

Education & Experience:

- Graduation from a post-secondary program preferred with emphasis in Lands and/or Resources, Fishing and Wildlife, etc.

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- Graduation from a secondary program with an OSSD

RATED REQUIREMENTS:

Knowledge/Skills:

- Working knowledge of office practices, experience with use of office equipment and multi-line phones
- High level of organizational, written and verbal communications skills
- Displays initiative and strong interpersonal skills
- High level computer and word processing skills
- Ability to categorize and index a complex filing system
- Excellent public relations skills, including an appreciation for the need for tact, discretion and a positive, cheerful approach with the public
- Possess a basic knowledge of the Williams Treaties First Nations and Curve Lake First Nation Treaty and Traditional Territories
- Knowledge and appreciation of First Nation culture and traditions

Personal Suitability:

- Be honest and trustworthy
- Be respectful
- Possess awareness and sensitivity to the history, language, culture and traditions of the people of Curve Lake First Nation
- Be flexible
- Demonstrate sound work ethics
- Must demonstrate and ensure a high level of personal and professional conduct

TERMS OF EMPLOYMENT:

This is a Permanent Full-Time position beginning immediately. The salary range for this position is \$36,908 to \$40,189 for a guaranteed 39.5 hour work week.

APPLICATION:

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:

Agnieszka Mlynarz, Human Resources Assistant
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Friday, June 24th 2022 @ 12:00pm (noon)

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Please ensure application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview.

While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) prior to commencing work.