



EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE LEGAL ASSISTANT/CLERK

The administrative assistant/clerk will assist the Band Representative with administrative/clerical tasks. The administrative assistant/clerk will be responsible for providing the Band Representative with support with filing, drafting letters, arranging/scheduling appointments, note taking, data collection and file organization.

Salary range: To be discussed upon hire.

A. JOB RECURIMENTS

- Min. 5 years office experience
- Criminal Record Check (CPIC)
- 2 years legal office background
- Clean drivers abstract.

B. DUTIES AND RESPONSIBILITIES

- Provide administrative and clerking assistance to the Band Representative Services Program.
- Assist with the management of the Program's filing system.
- Receive calls and conduct intake steps.
- Arrange travel, court dates, appointments, etc.
- Assist with data collection and reporting; and
- Assist the Band Representatives with completion and filing of court forms and correspondence as required to support the Program.
- Develop a working relationship with Child Welfare Agencies
- To practice confidentiality to its fullest with our Band Members
- Perform other duties as assigned.

C. QUALIFICATIONS

- Grade 12 Diploma or Equivalent
- Valid G Driver's License
- Proficiency in Microsoft Office Applications (Word/Excel/PowerPoint)
- Previous experience using database programs for statistical reporting and documentation.
- Ability to work as part of a team or independently.
- Must be dependable/reliable and committed to client services.
- Must provide current Criminal Reference Check (CRC)

D. SPECIAL REQUIREMENTS

- **Confidentiality:** The incumbent must maintain strict confidentiality in performing the duties. The incumbent must adhere to the Magnetawan First Nation Personnel Policy.
- **Travel:** On occasion, some travel may be required.
- **Training:** The incumbent must be willing to participate in professional training/conferences to develop and maintain knowledge, skills, and expertise necessary to achieve positive results.
- **How to Apply:** Interested applicants may apply, in confidence, by sending a cover letter, resume, photocopy of education diploma by fax, mail, hand deliver or email to,

**Director of Operations
Magnetawan First Nation
10 Regional Rd, Hwy 529
Britt, ON P0G 1A0
Fax: 705 383-2566
Email: t.hunt@magfn.com
Closing date: April 23, 2021 at 12 pm
Late applications will not be accepted.**