



Penticton Indian Band

841 Westhills Drive,
Penticton, British Columbia
Canada V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

Position Title:	Lands File Clerk	Classification:	1
Department:	PIB Lands Department	Type:	Summer student
Status:	Full-time, Term	Working Hours:	35 hours per week
Responsible To:	Lands Manager		
Location:	841, Westhills Dr, Penticton BC V2A 0E8		
Deadline:	Until closed		

Job Summary:

Reporting to the PIB Lands Manager, the Lands File Clerk is a temporary summer job position from June 28, 2021, to September 3, 2021. This is an on-the-job training opportunity for youth between 15-30 years of age. Provision of filing and clerk services for PIB's Lands Management program. This position will maintain strong and positive working relationships with both internal and external resources, vital to delivering an effective service.

*Applicants must prove attending school throughout the year and willing to return to either High School or Post-Secondary education are eligible to apply for the role.

Core Competencies:

- Great attention to detail
- Excellent and effective communication skills
- Proven clerical or administrative skills
- Ability to analyze and understand PIB's protocols
- Incredible patience to file correctly
- Good knowledge of Microsoft Office
- Ability to stay organized
- Knowledge of filing systems
- Ability to work independently

Duties/Responsibilities:

Job Responsibilities and Work Performed

- Sort, organize and maintain office records accurately.
- Check all incoming material and categorize either based on content, date or alphabetically.
- Improve the accuracy of the filing system
- Retrieve paperwork when it is requested
- Input paperwork into an electronic database
- Update records with new information
- Perform regular quality checks on the file system
- Keep logs of paperwork that is taken out
- Ensure that sensitive information is safeguarded
- Handle all enquiries related to paperwork/documents.

- Index documents with numbers or codes before filing.
- Remove or discard outdated or duplicate documents.
- Receiving, acting on, and archiving reports, emails, faxes, letters, and other forms of correspondence

Relationships

Internally

- Reports to Lands Manager
- Collaborates with Lands Department

Externally

- PIB Community Members

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Continuing High School or Post-Secondary education in the fall

Assets:

- Previous experience in related field preferred.
- First Nations heritage
- An understanding of the Syilx cultural and community environment would be an asset

Working Conditions:

- Office work environment.
- The work involves frequent exposure to politically sensitive, urgent, and unpredictable demands and dealing with the conflicting interests of stakeholder groups (meetings with first nation members, Chief and Council, workshops, legal representatives, and consultants).
- High volume of communication (telephone calls, emails, face to face, etc.)
- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required.
- Some travel may be required

* Working environment and safety protocols of the highest calibre, working in an office with face masks worn in all general areas.

All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

Deadline:

Until closed

Send your Resume to Senior Manager, Human Resources

Rory Gabriel at jobs@pib.ca