**SAMPLE LANDS CODE CLERK JOB ADVERTISEMENT**

\_\_\_\_\_\_\_\_\_\_ First Nation requires the services of a qualified Lands Code Clerk. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. Please self-identify on your cover letter or resume.

The Land Code Clerk is responsible for the provision of efficient and effective secretariat and administrative support services to the Land Code Development Committee (LCDC).

This position reports to Lands Office. The successful candidate will work out of the **(Insert Office Location)** office. Travel may be required for this position. The occasional evening work meeting will be required with a flexible work schedule.

**QUALIFICATIONS/REQUIREMENTS:**

* Minimum Grade 12 graduate, or an equivalent combination of education and experience in a similar or related position
* Must have the ability to facilitate meetings and workshops
* Must have detailed knowledge of Web browsing (Internet) and various WORD processing and spreadsheet applications
* Must have strong typing and clerical skills
* Must have the ability to research resource materials for the LCDC
* Excellent human relations/public relations skills and experience and comfortable with dealing with the public
* Proficient on any of the following: report writing; communications (verbal and written); organization and time management; computer skills (spreadsheet/database, word processing); social networking skills and other computer applications
* Successful candidates will be required to provide the following if screened in for an interview:
  + Proof of education documentation
  + References: Three names and phone numbers of recent supervisors
  + Must possess and maintain a valid Class 5 BC Drivers’ License
  + Must successfully pass the required pre-employment RCMP Criminal records Check.

**SALARY RANGE:** \_\_\_\_\_\_ per hour, based on qualifications and experience.

**TYPE OF POSITION:** 1 year term (Insert date range) with the possibility of extension as per funding availability, subject to 3-month probationary period and planned performance evaluations.

**APPLICATIONS DEADLINE: (Insert here)**

Candidates will be screened according to the qualifications/requirements. **Interested candidates are required to submit a resume and covering letter**. Please include position title on subject line. Send to:

**(Insert First Nation address here)**

For more information about this and other employment opportunities, visit www.­­­­\_\_\_\_\_\_\_