



## KITSELAS GOVERNMENT JOB DESCRIPTION

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### A. IDENTIFICATION

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**Job Title:** Lands and Resources Clerk

**Department:** Lands and Resources Department

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**Term:** Full-time Permanent

**Start Date:** Immediate start

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### B. JOB SUMMARY

The Lands and Resources Clerk operates within a dual-reporting framework, offering a unique opportunity to collaborate with two senior employees within the Kitseles Lands and Resources Department. Reporting to both the Reserve Lands Officer and the Project Assessment Officer, the Lands and Resources Clerk supports distinct aspects of the Reserve Lands Management Division (RLM) and Consultation and Engagement Division (CE).

Key responsibilities include providing administrative and clerical support to ensure the effective operation of the RLM Division. Additionally, the Lands and Resources Clerk reviews and processes incoming referrals received by the CE Division, provides feedback to appropriate agencies, and makes recommendations regarding standard proposed lands and resource authorizations within the Traditional Territory.

### C. MAIN DUTIES AND RESPONSIBILITIES – Reserve Lands

- Assists with maintaining and updating the Kitseles Reserve Lands inventory database.
- Provides reception, clerical, and administrative support services for the Reserve Lands Management Division.
- Provides information and assistance to members with lands inquiries, applications, and document procedures.
- Assists with the administrative functions of registering land transactions and maintaining the First Nation Lands Registry System.
- Assists with the preparation of reports, resolutions, funding applications, forms, community notices, and other documentation.
- Updates and maintains electronic and paper filing systems.
- Assists with coordinating meetings, workshops, events and taking meeting minutes.
- Other related duties as assigned.

#### **D. MAIN DUTIES AND RESPONSIBILITIES – Referrals**

- Coordinates referrals in conjunction with Lands and Resources staff, community members, and consultants, as necessary.
- Familiarize themselves with the terms of the Comprehensive Consultation Agreement, Forest Consultation Revenue Sharing Agreement and other related agreements to ensure they are fulfilled.
- Receives referrals and engagement packages from agencies and proponents and uploads referrals into the database accordingly.
- Provides technical reviews of proposed land and resource applications.
- Liaises with appropriate government, proponent, or third-party interest groups regarding information requests and referrals in a timely manner.
- Drafts written responses to referrals and submits to the Project Assessment Officer for review.
- Cross checks and compares proposed permits against provincial databases and local knowledge to assess risks and impact.
- Updates and maintains the referral program database and related tracking spreadsheets.
- Performs site and/or field visits as required.
- Other related duties as assigned.

#### **E. EDUCATION AND EXPERIENCE**

- Post secondary diploma, certificate, or training in Natural Resource Management, Business Administration, or another relevant field.
- Minimum of 2 years of experience working in an administrative environment.
- Previous experience working in a First Nations community and/or organization is an asset.
- Proficient in computer applications including Microsoft Office.
- Experience with scheduling meetings and recording meeting minutes.
- Experience working with confidential and sensitive issues.
- Experience with reviewing land and resource applications is preferred.
- Experience with or knowledge of land use plans, land designations and resource development management practices is preferred.
- Experience with land and referral tracking systems is preferred.

#### **F. SKILLS AND ABILITIES**

To be successful in this role the candidate will demonstrate:

- An understanding of relevant federal and provincial legislation, policies, and procedures.
- Knowledge of Kitselas First Nation and Traditional Territory.
- Strong team orientation, demonstrating a high level of cooperation.
- Ability to follow instructions and ask for direction when needed.

- Communicate effectively, tactfully, and courteously with staff and the general public.
- Ability to maintain confidentiality
- Dedication to teamwork and to the team.
- Attention to detail is a must to ensure completion of documents.
- Willingness to travel to attend meetings, workshops, training, or field work on occasion.
- Professional and positive attitude.

**F. ADDITIONAL REQUIREMENTS**

- Criminal Record Check.
- Valid Drivers' license.
- Drivers' abstract.

**Please submit resume and cover letter to:**  
[jobopportunities@kitselas.com](mailto:jobopportunities@kitselas.com)

**For questions about the position, please contact: [LR.Manager@kitselas.com](mailto:LR.Manager@kitselas.com)**

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