



## CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

### MEMBERSHIP/LANDS CLERK

**Department:** Lands/Membership  
**Program:** Lands/Membership  
**Reports To:** Lands Manager  
**Hours of Work:** 30 hrs/wk.

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#### **JOB PURPOSE**

The Membership/Lands Clerk will assist on and off-reserve band members with processing information regarding births, deaths, marriages, and divorces. The Membership/Lands Clerk assists the Lands Manager to complete clerical functions related to land transactions.

#### **KEY DUTIES AND ACCOUNTABILITIES**

##### **Membership Responsibilities:**

###### **Daily/Weekly**

- Respond and follow-up member enquiries by mail, phone, and in-person.
- Verify information required to process and issue Certificate of Indian Status cards for band members and other First Nation members.
- Schedule client appointments, as necessary.
- Organize, maintain, and purge files: marriage, divorce, births, deaths, photo, status cards, off-reserve addresses, etc.
- Copy documentation and distribute to others as required.
- Assist clients with process and forms to register birth
- Maintain client confidentiality.
- Make client referrals to other programs/departments.
- Research family historical lineage.
- Provide services as required by Commissioner for the Taking of Oaths Pursuant to Paragraph 108 (a) of the Indian Act.

###### **Monthly**

- Prepare a monthly statistical and narrative report for Committee that includes information reported to and from INAC.
- Review INAC's monthly report on events.
- Log and provide a report to INAC on status cards and reason for issuance.
- Inform Health Care off-reserve members of Limited Health Care Benefits.
- Draft letters for Chief's signature (e.g. United States entry) and BCR's.

- Update two (2) levels of Band Membership list, Numerical Index, and requests for Non-Band Member Residency, hunting, and transfers.
- Prepare information and take minutes at Committee meeting.
- Maintain and upgrade office equipment and order supplies.

#### Annually

- Obtain population statistics from INAC, Ottawa.
- Reconcile INAC's Band Membership Master List to residency codes.
- Notify band members of any reporting changes by INAC.
- Order and replenish resources: Certificate of Status card, lamination pouches, Indian Act, Federal Programs and Services for Registered Indians.
- Post notice yearly under the direction of Band Council for non-Band Member Residency protocol and Annual Fishing License renewal.
- Request INAC provide nomination and eligible voters list for Nawash Election held every two years.
- Statutory declarations for band members.

#### **Lands Clerk Responsibilities:**

##### Weekly/Monthly

- Review and prepare a draft BCR for type of transaction (e.g. mortgage, discharge, land allocation or transfer of land and mortgage) and witness and commission the transaction.
- Input approved file in ILRS (Indian Lands Registry System).
- File, copy, and distribute transaction documentation as required.
- Review and verify information on all certificates of possession to ensure they are correct. Mail copies as procedures warrant and update all lands records accordingly
- File original Certificate of Possession and forward copy to Locatee once land is registered by Indian Lands Registry, Ottawa.
- Maintain knowledge of Indian and Northern Affairs Canada Lands Registry System. Ongoing training to keep abreast of any and all changes proposed or enacted.
- Maintain and update Land index file cards for Band Land and Certificate of Possession holders.
- Maintain and follow-up land transactions log for pending and completed files.
- Respond and follow-up member requests and provide information to Housing as it relates to ILRS.
- Record and update files to include all information pertaining to Lessees and Permittees on lands of the Chippewas of Nawash First Nation (names, addresses, telephone no's, lot descriptions, etc.).
- Monitor and prepare relinquishment of lease, rent revision agreements, addendum to lease, memo of acknowledgment, relinquishment of lease/permit, permits, statutory declarations, assignment of lease forms, affidavit of execution, letter of direction, acknowledgments, consent agreements and any/all other legal documents relating to leasing and individual land holdings on Chippewas of Nawash First Nation land.

- Prepare land transfer forms, acknowledgement of leasehold interest, joint tenancy agreements, correspondence, individual land files and other forms and correspondence pertaining to individual land holdings of the Chippewas of Nawash First Nation.

#### Annually

- Maintain financial records of annual rentals, Assignment Fees paid by Lessee's and Permittees. Keep Lands Manager informed of rental arrears and recommend lease/permit cancellation if and when necessary.

#### **Other Responsibilities:**

- Process band member applications for Commercial Fishing license.
- Maintain files on Private owned leased lots.
- Invoice annual service fee, receive payment, and provide a receipt.
- Forward copy of receipt and payment to Finance for deposit.
- Record and maintain insurance coverage details for each individual leased property on behalf of the Lands Manager.
- Create and maintain an address file.
- Refer leasee to INAC as required.
- Sign cheques as requested.

#### **REQUIREMENTS**

##### **Education and Experience:**

- Completion of secondary school or equivalent.
- Knowledge and experience in membership and land management, or willing to be trained.

##### **Knowledge, Skills & Abilities:**

- Demonstrated ability to capture statistical information and prepare reports.
- Knowledge of First Nation people and communities required.

##### **Designations, Licences & Requirements:**

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#### **PROBLEM SOLVING & COMMUNICATION**

- Good oral and written communication skills.

**DECISION MAKING & IMPACT**

**STAFF REPORTS**

**WORKING CONDITIONS**

1. Physical Demands – Long periods of sitting, standing, typing and some walking. Lifting of some objects not exceeding 10 pounds
2. Environment – Mainly an office environment and indoor locations with some exposure to outside during travel. Minimal exposure to hazardous material (cleaning supplies)
3. Mental Effort – Accuracy of reports and meeting deadlines.
4. Position Type/Expected Hours of Work –

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

**I hereby acknowledge and agree to comply with the above description necessary to fill the position.**

\_\_\_\_\_  
**Employee Name**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Name**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**