



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Filing Clerk
DEPARTMENT: Lands, Leasing & Tax Department
SUPERVISOR: Manager, Lands and Leasing
TERMS: Full-Time, Permanent
REFERENCE #: 2025-137

Purpose of Position:

The purpose of this position is to provide organizational and filing support the entire Lands, Leasing & Tax Department in accordance with applicable Programs, Policies and Procedures in a timely manner.

Duties and Responsibilities:

1. **This position is responsible for maintaining the LLTD's filing systems in accordance with applicable Programs, Policies and Procedures for both hardcopy and electronic format, for record keeping and tracking of all Lands filing activities and appropriate distribution of documents.(95%)**
 - Ensures that copies of Land and Environment transactions are retained and kept on file for reference in accordance with Policies
 - Provides filing assistance to the entire Lands, Leasing & Tax Department
 - o sorts all papers alphabetically or numerically, according to content, dates, significance etc
 - o where necessary creates or update records with new files and information
 - o stores all paperwork in designated places securing the important documents
 - o enters document details into the Access or filing related databases
 - Sets up, maintains and updates the LLTD filing system
 - o hard copy documents
 - o if/when directed, organizes electronic lands shared folder
 - o Access and Excel databases
 - o Seeks efficient ways to update and retrieve files easier
 - Ensures Access and labels accurately reflect registered document details:
 - o By use of Indian Land Registry System and Tax Administration Program/Software
 - o Work closely with Lands Registry/Data Entry Clerk or other staff as designated
 - Responds to file requests and retrieves, copies and distributes information as appropriate in a timely manner.
 - Keeps records of files and information borrowed with a sign out sheet
 - Maintains and keeps inventory of filing, resource libraries, storage supplies and submits written requests for approval to order supplies when required.

- Maintains inventory of promotional item and the tracking report
- Occasionally required to move supplies, storage and other items
- Relieves receptionist during breaks and provides succession as required.
- Provides filing updates for the Lands and Leasing Environment section of the TteS Website (Lexéy'em, other forms of communication) Strategic Plan, Action Items and High Level updates
- Attends and participates in various meetings, team activities, projects and workshops.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- Maintains confidentiality on all matters relating to the affairs of TteS.

2. 5% Other related duties as necessary.

Professional Certification, Education and Experience:

- A combination of 1 year clerical/administrative support experience, education and/or training or an equivalent combination.
- Must have experience/training in keyboarding, word processing, spreadsheet, the Internet, photo-copier, scanner, databases and other related computer applications.
- Knowledge in Indian Land Registry System (ILRS), Tax Administration Program/Software would be an asset.
- 40 words per minute keyboarding speed.
- Prefer knowledge of TteS Lands

Skills and Abilities:

- Excellent planning and organizational skills.
- Must display a positive attitude and have service orientation skills.
- Must be self-motivated have strong work ethic and able to work under pressure.
- Must have the ability to create and ensure a cohesive team that displays lateral kindness.
- Must have excellent attention to detail and record keeping skills and the ability to verify, research and collect data to update files and prepare reports and other documents.
- Exceptional interpersonal, verbal and written communication skills with ability to use tact and diplomacy.
- Ability to take initiative, with proven ability to set priorities and meet deadlines.
- Integrity, accuracy and neatness in work.
- Must have strong problem-solving skills.
- Ability to work in a multi-cultural settings and interest in learning about TteS Language, Culture and History.
- Flexible, committed, and enthusiastic.

Benefits:

- Extended health, dental, and vision
- 7.6% Registered Pension Plan (RPP) matching and Life insurance

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.

PAY GRADE: Starting at \$20.08-\$24.28/hour depending on education and experience

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is November 24, 2025 by 2:00pm

Submit Job Application Form, cover letter, resume, and references

online: <https://tkemlups.ca/employment/>

or at our Human Resources office #320 Chief Alex Thomas Way.

Office Hours are Monday to Friday 8:00 am to 4:00 pm &

closed for lunch from 12:00 pm to 1:00 pm

We require each applicant to fill out

an online application form which can be found at: <https://tkemlups.ca/employment/>

Any late submissions or submissions without the job application form will not be considered.