



Under the direction of the Lands Manager, the **Temporary Lands & Registration Administrator** support the administration needs of the Katzie First Nation (KFN) Lands Department. Assisting in areas related to land use plans, land surveys and informs band members in liaising with Indigenous Services Canada about wills and estates this is a varied role.

The Lands & Registration Administrator assists the Lands Manager where necessary in the administration duties associated with managing and developing land laws, operational policies & procedures according to the current priorities of the KFN Land Advisory Committee, and Chief & Council.

JOB DESCRIPTION: Lands and Registration Administrator

DEPARTMENT: Lands

REPORTING TO: Lands Manager

DUTIES AND RESPONSIBILITIES

- Assists the Lands Manager in all facets of Lands Management where necessary such as research for law development, procedures, land use management policy, operational planning & evaluation.
- Assists the Lands Manager with maintaining and updating the lands work plans and tracking and coding invoices.
- Assists the lands team with preliminary review and analysis of development applications for completeness and for conformance to planning, building, zoning and other appropriate land use and development plans; prepares recommendations.
- Under the direction of the Lands Manager, the Lands & Registration clerk will be responsible for processing and registering KFN lands instruments ex. administrative estate transfers, amendments, allotments, BCR's pertaining to instruments, death certificates, discharges, leases, licences/permits, mortgages and right of way/easements.
- Registers sublease assignments, court judgements, land transfers, surveys (official plan/registration plan/textual description) under the First Nations Land Registry Regulations.
- Performs searches and enquiries on the First Nations Lands Registry System.
- Coordinate meetings, workshops, and special meetings and record Lands related meeting minutes
- Implement and maintain the filing system for the Lands Department.
- Responsible for preparing BCR's for leases, sub-leases, allotments, administrative amendments, survey allotments.
- Assists KFN band members in corresponding with the ISC Estates Officer to resolve outstanding lands estate matters.
- Responsible for generating monthly activity reports to the Lands Manager on position duties.
- May be required to acts as the KFN Lands Manager in the absence of the Manager and performs other duties as required by the Lands Manager.
- Supporting the planning and coordination of community events, and developing and posting communications specific to departmental initiatives
- Attends relevant internal and external meetings, conferences, and training as required.
- Attends Lands Advisory Committee meetings to present information as required.



QUALIFICATIONS AND SKILLS

- Two years' experience in an office/administration environment.
- Post Secondary education in business, office administration, legal concentrations considered an asset.
- Working knowledge of wills and estates
- Exemplary communication skills, both written and verbal, with the ability accurately and concisely expresses ideas in a logical and organized manner.
- Outstanding time management skills, showcasing high functioning ability to organize own work and departmental projects and to prioritize workload to achieve expected results.
- Strong technical proficiency in Microsoft Office and Adobe.
- Ability to interacting with a variety of people: band members, lessees, sub-lessees, lawyers, lands staff, other departments.
- Experience completing registration document, and upload documents to the First Nations Lands Registry, and generate reports.
- Willingness to learn and understand the KFN Land Code, Lands Use Laws and policies.
- Knowledge of KFN First Nation cultural protocols and traditions.
- Knowledge of general land use planning, lands registration, and development applications processing is preferred.
- Understanding of confidentiality and ability to maintaining a strict level of confidentiality when performing the duties of the Lands & Registration Clerk.
- Ability to work in a dynamic, multidisciplinary, multi-tasking environment with tight deadlines self-managing workload and meeting time demands.
- Excellent problem-solving skills and the ability to work under pressure and manage ever-changing priorities.
- Ability to work independently and collaboratively in teams to complete tasks using sound judgment.

OTHER REQUIREMENTS

- Minimal day-to-day supervision with high expectations of work produced.
- Travel in this position may be required (e.g., for meetings)
- Expected work hours are in office - Monday-Friday 8:30am-4:30pm with flexibility to perform tasks outside of regular hours is required.

Expected Start Date: Immediate

Job Type: Full-time Temporary

Salary: \$27.00/Hour

How to apply:

Please apply by emailing your cover letter and resume to Katzie First Nation Human Resources at careers@katzie.ca and reference **Job Number: 202322** in the subject line.