

Leq'á:mel First Nation
Job Description

Office Clerk: (Temps)

Reports to: Receptionist/Office Clerk

Duties:

1. Assist the in administrative duties as requested.
2. Type and proof read correspondence, reports, forms, and other documents as requested.
3. Photocopy and collate documents for distribution, mailing and filing as instructed.
4. Maintain manuals, computerized filing, inventory, mailing and database systems as instructed.
5. Assist in organizing filing system, retrieving and returning files.
6. When the computer is turned on (first duty of the morning), run the routine virus scan process to protect the computer systems.
7. At the end of the workday the workstation must be tidy. (To allow janitors to dust.)
8. Maintain professional growth, upgrade skills and knowledge relevant to the position by approval or request of the Band Administrator.
9. Maintain confidentiality of all records and files, unless, the release of specific information is authorized by the Band Administrator.
10. Conduct all other relevant duties as requested by the Band Manager and Council.

Employee

Date