



**DATA ENTRY CLERK 016-23-2**  
**LANDS AND RESOURCES**  
**Full-Time**

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **February 8, 2023**, for the **Data Entry Clerk** with **Lands and Resources** Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the [www.greatsn.com](http://www.greatsn.com) website. Online applications accepted through <https://www.vscyperhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED.**

**Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

**JOB SUMMARY:** The **Data Entry Clerk** reports to and works under the direction of the Land Research Unit Supervisor of the Lands and Resources Department

To work in conjunction with the Land Research Unit in the transcription and proofreading of historical documentation.

To assist the Land Research Unit in Records Management and Data Base input in relation to the transcriptions and preparation of documentation.

<b>Type</b>	Full Time
<b>Closing Date</b>	February 8, 2023
<b>Hours of Work</b>	35 hours weekly
<b>Wage</b>	\$36,400

**BASIC QUALIFICATIONS:**

- Ontario Secondary School Graduation Diploma and a minimum of 2 years administrative or related experience.
- Knowledge of Microsoft Office.

**SUBMISSION PROCEDURE: (Choose one method ONLY):**

**Method #1: Online**

1. Please visit: <https://www.vscyperhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
  - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
  - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
  - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Lesleigh Rusnak, Staffing Officer at 519-445-2223 ext 4343 or via email at [StaffHR@sixnations.ca](mailto:StaffHR@sixnations.ca).

**Method #2: GREAT – Applications must include all of the following:**

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

**Data Entry Clerk – Full Time – 016-23-2**  
c/o Reception Desk  
Grand River Employment & Training (GREAT)  
P.O. Box 69, 16 Sunrise Court  
Ohsweken, Ontario N0A 1M0

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

POSITION DESCRIPTION  
**LANDS AND RESOURCES**

**POSITION TITLE:**                   **DATA ENTRY CLERK**

**REPORTING RELATIONSHIP:**

Reports to and works under the direction of the Land Research Unit Supervisor of the Lands and Resources Department

**PURPOSE & SCOPE OF THE POSITION:**

To work in conjunction with the Land Research Unit in the transcription and proofreading of historical documentation.

To assist the Land Research Unit in Records Management and Data Base input in relation to the transcriptions and preparation of documentation.

**DUTIES & RESPONSIBILITIES:**

**1. Technical Functions**

- Retrieve files for transcription.
- Transcribe and/or decipher historical documents, the originals may be handwritten or on microfilm.
- To follow step by step procedures for transcribing documents. All documents must have accurate headers, footers and source fields.
- To ensure that the original documents are copied and filed in the appropriate cabinets/binders, etc.
- Verify accuracy of transcripts by proofreading copy against original documents and checking for typographical errors before transcription is past to the next step.
- Reviewing, importing and entering data into the appropriate databases.

**2. Administrative Functions**

- Maintain bi-weekly timesheets and forms.
- Maintain tracking record of transcribed documents.
- Submit all records and documents to Supervisor for weekly review.
- Ensure documents are filed in appropriate areas.
- Attend staff meetings as required.
- Attend training/workshops as required.

**3. Communications Functions**

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- Respond to internal and external program information requests.
- Assists in the preparation of information packages relevant to Six Nations Lands and Resources.
- Communicate with Land Research Unit Staff on clarification of procedures.

#### 4. **Other Functions**

- Perform other related duties as assigned by the Land Research Unit Supervisor/or Director.

#### **WORKING CONDITIONS:**

Work is tedious and repetitive involving the constant transcription or typing of documents and information. Spot checks on the work produced may be conducted by the Land Research Unit Supervisor and/or assigned trainer. The position may be subject to numerous interruptions; working in office setting and sitting for long periods; subject to deadlines and maintaining confidentiality.

#### **WORKING RELATIONSHIPS:**

##### **With the Land Research Unit Supervisor of Lands and Resources:**

Receive direction and guidance. Discusses plans, priorities and interacts to ensure tasks are done efficiently and effectively.

Familiar with Six Nations of the Grand River Elected Council policy and procedures.

##### **With other staff of the Lands and Resources Research Unit:**

Must be courteous, cooperative and be a team player.

Will receive training from other staff. Gathers and distributes relevant information.

##### **With the Community:**

Represents and promotes Six Nations Administration in a courteous, cooperative, and professional manner.

Provides information and assistance.

#### **KNOWLEDGE SKILLS:**

##### Minimum Requirements

- Ontario Secondary School Graduation Diploma and a minimum of 2 years administrative or related experience.
- Knowledge of Microsoft Office.

##### Other Preferred Qualifications

- Must be able to decipher hard to read documents.
- Reliable and able to work independently.
- Ability to maintain confidentiality.
- Ability to work as a team member.
- Knowledge of how to handle historical documents.
- Possess willingness to take direction and instruction.

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- Able to prioritize tasks and meet deadlines.

**IMPACT OF ERROR:**

Errors in carrying out duties could result in loss of credibility, poor public relations and misinformation being provided. Errors could result in embarrassment to the Six Nations of the Grand River Elected Council, community and administration; loss of public confidence and unnecessary conflict leading to lack of trust.

**CONTROLS:**

Guiding principles set by the Six Nations of the Grand River Elected Council. Must work within the policies and procedures established by the Six Nations of the Grand River Elected Council with respect to First Nation administration.