



huu ay aht

ANCIENT SPIRIT, MODERN MIND

**Full-time Position:** Deputy Law Clerk  
**Location:** Port Alberni Government Office  
**Salary:** Dependent on experience and education  
**Authority Relationship:** Reports to the Law Clerk

**Function and Job Summary:** The Deputy Law Clerk is responsible for providing secretarial, clerical and administrative support to the Law Clerk and services are provided in an effective and efficient manner with an accurate timely flow of people and information.

The Deputy Law Clerk will:

- Design, implement, and sustain a registry of key governance documents;
- Design, implement and sustain a communication and correspondence management;
- Design, implement and sustain consistent and coordinated administrative tools, policy development, records management and correspondence.
- Maintain confidentiality and neutrality at all times.

#### **Job Duties:**

- Participate in the administration of HFN elections, such as preparation or distribution of ballots, appointment or training of election officers, or tabulation or certification of results.
- Record and edit the minutes of meetings and distribute to appropriate officials or staff members.
- Maintains filing, safekeeping, and computerization of all HFN documents.
- Assists in Issuing public notification of all official activities or meetings.
- Maintain and update documents, such as laws, land use plans or policies.
- Assist as directed, to prepare meeting agendas or packets of related information.
- Assists with preparation of ordinances, resolutions, or proclamations so that they can be executed, recorded, archived, or distributed.
- When directed, assisting the Law Clerk for requests for information from the public, other municipalities, government officials, or provincial and federal legislative offices.
- Coordinate or maintain office tracking systems for correspondence or follow-up actions.
- Research information in the municipal archives upon request of public officials or private citizens.
- Represent HFN at community events or serve as liaisons on community committees.
- Processes status/citizenship cards with accuracy to Huu-ay-aht First Nations Citizens.

#### **Operational Requirements:**

- Valid class 5 drivers license
- Some travel, including overnight and or weekends.
- Willingness and ability to work overtime, including evenings and weekends.

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**Office:** Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555/ 250.728.3414 Fax: 250.728.1222

**Mail:** Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 Phone: 250.723.0100 Fax: 250.723.4646



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- Successful background check, including employment verification, reference checks, credit inquiries and education/credential verification.

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

- University certificate or degree in related field
- 5 years or more experience in corporate, government, or board administration
- Indian Registry Administrator Certified or willing to acquire.
- Demonstrated and successful experience planning, organizing, managing and communicating activities.
- Excellent oral and written communication and presentation skills
- Significant experience in Microsoft Office (Outlook, Word, Teams, Excel, and Power Point), Zoom and Adobe Acrobat.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, committees, board members, external partners and donors
- Demonstrates strong initiative and judgement
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment and have a high level of proactivity.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to [HR@huuayaht.org](mailto:HR@huuayaht.org) by fax 250-728-1222 or mail Att: Human Resources Manager, 4644 Adelaide Street, Port Alberni, BC, V9Y 6N4. Please quote Deputy Law Clerk Job Posting. Closing date for this position is **May 11, 2021** at 4:00 pm.



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**Vision** - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.*

**Mission** - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

### **Huu-ay-aht First Nations Values**

#### **PROFESSIONALISM**

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself, and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

#### **RESPECT**

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and do not judge
- Basic Etiquette – remember the common courtesies, kindness & compassion
- lisaak
- Observe protocol and ceremony

#### **HEALTH**

- A healthy body, mind and soul through proper diet, sleep, and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh

- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

#### **EFFECTIVE COMMUNICATION**

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

#### **Trust**

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, do not harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or are not doing
- Be happy and enjoy your work life

#### **SUPPORT**

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Do not gossip; stop gossip when it occurs
- Clarify and seek feedback from each other

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