



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.

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| POSITION TITLE: | RECORDING SECRETARY TO CHIEF AND COUNCIL |
| DEPARTMENT: | ADMINISTRATION DEPARTMENT |
| SUPERVISOR: | HUMAN RESOURCE/ADMINISTRATION MANAGER |
| TERMS: | FULL-TIME |
| JOB REFERENCE#: | 2017 - 097 |

The Recording Secretary to Chief and Council is responsible to ensure all decisions of the **Tk'emlúps te Secwépemc** (TteS) Band Chief and Council Meetings, General Band Meetings, Extraordinary Meetings and other meetings, as directed, are recorded in a legal, professional and precise manner and as prescribed by the Terms of Reference for the Chief and Council of the TteS, and the Rules Governing General Band Meetings of the TteS and in accordance with the Roberts Rules of Order.

DUTIES AND RESPONSIBILITIES:

- Attends regular and extraordinary meetings of Chief and Council and General Band Meetings to legally record proceedings, take impartial and accurate notes, and to create minutes, motions and action lists to support Chief and Council in accordance with the approved practices and policies.
- Maintains confidentiality on all matters relating to the affairs of the TteS.
- Records proceedings, takes impartial and accurate notes, creates decision only minutes, verbatim minutes and action lists.
- Ensures information complies with the requirements of Roberts Rules of Order, the Terms of Reference for Chief and Council and the Rules Governing General Band Meetings of the TteS.
- Ensures that minutes, motions, decisions, and all action items are accurately documented and distributed.
- Maintains a current and complete record of all Chief and Council and General Band Meetings resolutions.
- Sets up and operates technical equipment to record official meetings.
- Utilizes advanced specialty computer equipment and software to produce real time transcripts and official minutes.
- Maintains recording equipment and supplies.
- Reviews minutes for approval, including content accuracy, conformance with the law, formatting precision, grammatical/typographical accuracy, conformance with procedures, and to ensure appropriate approvals have been obtained.
- Communicates and interacts with the Chief, Councillors, Executive Managers and Department Managers and other staff as necessary in all matters relating to the contents and preparation of the minutes.
- Works independently and/or collaboratively with the Chief and Council support staff to complete search requests.
- Maintains files and secure electronic and hard copy records of all minutes within a secure archive and database.
- Provides TteS templates, procedures and assistance to department secretaries to ensure standardization of Minutes across the organization.

- Provides assistance such as the recording system set up for effective governing process for the Band.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- All other related duties as required.

POSITION QUALIFICATIONS:

Professional Certification, Education and Experience

- Legal Transcription, Office Administration or other related course work or an equivalent combination of education and/or training. Experience/training in transcription of audio, visual or written communications and keyboarding, word processing, spreadsheet, databases and other standard computer applications.
- Must possess a minimum of 50 to 60 words per minute keyboarding speed.
- Must pass Criminal Record Check.

Skills and Abilities

- Good oral and written communication skills.
- Strong knowledge and understanding of Roberts Rules of Order.
- Strong ability to record impartially and accurately.
- Ability to listen, understand and carry out instructions.
- Advanced computer skills in Microsoft Word and Microsoft Outlook.
- Strong ability to work with others with tact and diplomacy regarding politically or culturally charged topics.
- Proven ability to execute advanced office procedures and practices.
- Ability to take initiative and work within strict timelines.
- Must have strong teamwork and cooperation, service orientation and problem solving and judgement skills.
- Ability to work in multi-cultural settings.

HOURS OF WORK: Normal day shift – 7 hours per day. Non – normal shift may be required.

PAY GRADE: As per current salary grid.

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

Deadline for the Job posting is October 31, 2017 to be received no later than 2:00 p.m.

**Submit Job Application Form, cover letter, resume, and references
online: tkemlups.ca, or by fax: 250.828.9847,
or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &
closed for lunch from 12:00pm to 1:00pm**

We require each applicant to fill out
an online [Job Application Form](http://tkemlups.ca), which can be found on the tkemlups.ca website