



# Cowessess First Nation #73

P.O. Box 100 Cowessess, SK S0G 5L0  
(p) 306-696-2520 | (f) 306-696-2767

## Employment Opportunity

**POSITION:** Lands Acquisition Clerk  
**CLASSIFICATION:** Permanent Part Time  
**WAGE:** \$25.00 per hour + (depending on education and experience)  
**DEPARTMENT:** Lands and Resources

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### JOB SUMMARY:

The Cowessess First Nation Lands & Resources is seeking a highly motivated individual with knowledge in Lands & Resources to fill the position of Lands Acquisition Clerk. The successful candidate will work a 22.5 hour work week. The Lands Acquisition Clerk will be responsible for performing a variety of land acquisition and department support duties, including, but not limited to assisting in maintaining the land acquisition database and all acquisition records and files and manage acquisition processing. The Lands Acquisition Clerk will be responsible for completing various reports as assigned involving acquisition statistics, First Nation Council Resolutions, minutes, completing acquisition data and other information as required.

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### QUALIFICATIONS:

- Postsecondary in Lands Management with accounting experience or equivalent is preferred.
- Good understanding of land acquisition functions/additions to Reserve.
- Knowledge and experience with Information Services Corporation, Appraisals.
- Knowledge and experience with the Provincial and Federal Governments.
- Knowledge of all related computer applications, including Microsoft Office.
- Understanding of land reporting and record keeping requirements.
- Possess 2-3 years of related experience.
- Excellent communications and public relations abilities.
- Able to operate telephone, PC, copier and other basic business machines.
- Produce a valid driver's license and a reliable vehicle and be willing to travel.
- Knowledge and experience working with First Nations is a definite asset.
- Must submit a Criminal Record Check.
- Must submit proof of COVID-19 vaccinations.

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### ADDITIONAL INFORMATION:

**Complete applications should consist:** **Deadline to Apply: January 24, 2022**

1. Cover Letter & Resume
2. Three (3) references  
(2 of 3 must be professional references)
3. Criminal Record Check

Please send applications to:  
[Careers@cowessessfn.com](mailto:Careers@cowessessfn.com)

For further information about career opportunities, please contact Cowessess First Nation Human Resources at (306) 696-2520 or email at [Careers@cowessessfn.com](mailto:Careers@cowessessfn.com)