



## Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations Government

### Legislative Clerk (LC) – Hupsitas, BC

As our respected Legislative Clerk (LC) prepares to retire, we are inviting applications from individuals interested in training under their guidance and carrying this role forward. The LC supports governance & legislative functions of KCFN. He or she provides impartial procedural, administrative, & records management support to the Legislature, Executive, Committees, & People's Assembly. Reporting directly to the Legislature, this role safeguards the integrity of legislative processes, ensures accurate and transparent records, & provides guidance on rules of order & governance procedures. The LC acts as a neutral & trusted resource, upholding accountability, transparency, & cultural respect across all governance activities.

What's in it for you? We offer a competitive wage, opportunities to grow & develop, a fantastic health benefits program, an attractive pension plan, & plenty of time off for a healthy work-like balance! Sound interesting? If so, we'd love to hear from you!

**Please note: This role is based out of the Hupsitas/Kyuquot.**

The duties/tasks/responsibilities of the LC include (but are not limited to):

- Provide procedural & admin support to Legislature, Executive, Committees, People's Assembly meetings
- Advise Chairs & members on rules of order, legislative procedures, & interpretation
- Attend meetings, prepare agendas, record accurate minutes, & maintain official records
- Draft/process legislation, motions, resolutions, notices, enactments
- Administer oaths/certify legislation
- Maintain legislative registries, records, public access to approved laws/decisions
- Support *Administrative Decisions Reviews & Access to Information* requests
- Safeguard official government records, disclosures, KCFN government seal
- Prepare reports for public hearings & annual legislative reporting
- Perform other duties as assigned by Legislature

#### Qualifications:

- Diploma, degree, or certificate in legal/paralegal studies, public administration, or related field - preferred
- Minimum 3 yrs experience in legislative, legal, governance, or senior administrative support roles
- Knowledge of Indigenous self-governing systems, governance structures, & cultural protocols
- Strong understanding of legislative processes, rules of order, & formal decision-making environments

---

Dwayne Worthing, Chief Human Resources Officer  
KCFN Human Resources Dept  
1250-C Ironwood Street, Campbell River, BC, V9W 6H5

Tel: 250-287-2775

[www.kyuquotbc.ca](http://www.kyuquotbc.ca)

- Proven experience preparing agendas, minutes, & maintaining official records
- Excellent organizational, drafting, & attention-to-detail skills
- Strong written/verbal communications & interpersonal skills
- Proficiency with Office 365 & records management systems
- Ability & willingness to travel locally/regionally
- Valid driver's license, reliable vehicle, acceptable driver's abstract
- Able to provide an acceptable police information/security check
- Participate in any required training & compliance requirements

**DATE POSTED:** TBD

**START DATE:** ASAP

**STATUS:** Full-Time, Permanent (20 to 35 hrs/week)

**CLOSING DATE & TIME:** Open until filled

**WAGE:** \$66,000 - \$77,000 per annum

**BASED OUT OF:** Housitas (Kyuquot, BC)

**TO APPLY:** E-mail cover letter & resume to: *Madelyn Mason, HR Advisor*, at [madelynm@kcfirstnations.com](mailto:madelynm@kcfirstnations.com) citing "LC" in the subject heading of your e-mail.

*Applicants may request a copy of the job description by sending an e-mail request to Madelyn.*

*In accordance with the Canadian Human Rights Act, preference may be given to Indigenous applicants.*

*We thank all those who apply, however only those shortlisted will be contacted for interviews.*