



Competition No.: **2024-116**  
Position: **File Clerk**  
Salary: **AY2 Pay Scale: \$36,207.78 - \$41,045.72**  
Conditions:

- Full Time Permanent (Unionized)
- Preference will be given to internal candidates
- An eligibility list may be established for future openings

Department: **File Room**  
Location: **1410 Mountain Ave, Winnipeg**  
Closing Date: **December 11, 2024**  
How to apply: **Email: [apply@secfs.ca](mailto:apply@secfs.ca) Fax: 204-594-0499**

The File Clerk is responsible for the update, maintenance, retrieval, and archiving of Agency files. Additionally, the File Clerk provides essential reception coverage during breaks, lunch periods, and as required.

### RESPONSIBILITIES:

- Assists in maintaining and upkeep of Agency child in care and family filing system including assigning file numbers.
- Assists in monitoring access to the file room.
- Records movement of files both internally and externally.
- Assists in maintaining file tracking system.
- Photocopy Agency files for outside collaterals such as Medical Examiner, Children's Advocate, and lawyers as required.
- Reviews and distributes all fax copies received throughout the day.
- Ensure the fax/photocopier is stocked, organized, and maintained.
- Maintains staff mailbox area ensuring names are up to date.
- Provides cover for reception during breaks daily.
- Performs the following reception duties when covering all day: transfer morning voicemails; answer phones; greet and direct visitors; log and distribute mail; order courier service; update reception duties binder.
- Trains new receptionist upon hire.
- Other duties as assigned.

### QUALIFICATIONS:

- High school diploma or GED required.
- Excellent verbal and written communication skills.
- Proficiency with Microsoft Office (i.e., Word, Excel, and Outlook).
- Experience with CFSIS would be an asset.
- Valid driver's license; a reliable vehicle.
- Satisfactory Criminal Record; Child Abuse Registry; and Prior Contact Check.

Preference will be given to Southeast members and Indigenous (First Nations, Métis, or Inuit) candidates meeting the position requirements. **All Indigenous applicants are asked to self-declare within their cover letter.** We thank all applicants; however, only those candidates selected for an interview will be contacted.

*We offer competitive wages and an exceptional benefits package.*

**Berens River First Nation - Black River First Nation - Bloodvein First Nation – Brokenhead Ojibway Nation  
Hollow Water First Nation - Little Grand Rapids First Nation - Pauingassi First Nation - Poplar River First Nation**