



Competition No.: **2026-041**

Position: **File Clerk**

Salary: **AY2 Pay Scale: \$41,381.00- \$48,080.25**

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: **July 23, 2026**

How to apply: **Email: 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. The File Clerk helps ensure records are organized, secure, and easily accessible to authorized staff.

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.
- Reviews files for accurate filing, proper organization, completeness, and adherence to Agency filing procedures.
- Identifies and reports missing, misfiled, or improperly documented records and assists with corrective action.
- Assists in maintaining file tracking system.
- Prepares inactive files for archiving and assists with the retrieval of archived records.
- Maintains strict confidentiality and security of all Agency records and information in accordance with Agency policies, applicable legislation, and privacy requirements.
- 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**