



Siksika Family Services Corporation
SIKSIKA EMPLOYMENT & TRAINING SERVICES

File Clerk
Temporary Full Time
05/2026



OVERVIEW: The File Clerk is responsible for organizing, maintaining, and securing an organization's physical and digital records. Their primary duties involve sorting, filing, scanning, and retrieving documents, ensuring information is accurate, confidential, and easily accessible to authorized personnel.

Reports to: Siksika Employment & Training Services Manager

DUTIES AND RESPONSIBILITIES:

- Use established systems for managing records to classify, code, process, store, retrieve, and preserve or securely destroy records
- Process incoming information and documents using appropriate technology and equipment
- Support records-compliance audits
- Use established control procedures to ensure records are complete and thorough
- Monitor the filing or retention of series of records and versions of documents according to the organization's policies
- Monitor performance measures for managing records
- Find and retrieve records in response to information requests
- Help to select software and information technology equipment
- Migrate records from one storage medium or system to another
- Other related duties.

EDUCATION AND EXPERIENCE:

- Strong attention to detail and ability to maintain highly accurate filing systems.
- Proficiency with Microsoft Office Suite, scanning equipment, and electronic document management systems.
- Clear verbal communication to assist employees and retrieve specific files quickly when requested.
- Ability to establish and maintain effective working relationships with employees and public.
- High School Diploma or equivalent
- Or Transfer Skills obtained from on-the-job training/experience.

Resumes and cover letters should be emailed to hrm@siksikafamilyservices.com

Please quote **File Clerk** on your cover letter.

IMPORTANT: All applications **must** be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Vulnerable Sector Check
3. Clear Child Intervention Record Check.

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.