



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Senior Mining Clerk	
Position Number	Community	Division/Region
63-14353	Yellowknife	Mineral and Petroleum Resources Division

PURPOSE OF THE POSITION

The Senior Mining Clerk reviews and recommends for approval a wide variety of documents for acquisition, maintenance and security of mineral dispositions submitted by the mining industry, and reviews financial receipts and maintains deposits collected for the Mining Recorder's Office (MRO). This position also interprets regulations, provides advice and assistance as required under the Northwest Territories regulations for the mining industry, senior management, other government departments/agencies, and the general public.

SCOPE

Located in Yellowknife and reporting to the Deputy Mining Recorder, the Senior Mining Clerk is responsible for reviewing submissions from the mining industry related to mineral rights. The Senior Mining Clerk ensures that the required documents are in order and valid before reviewing it, and providing recommendations to the Deputy Mining Recorders for their approval or rejection of the applications. This position ensures that the applications are documented, entered in mining database, and that the fees and deposits are paid in a timely manner.

The Senior Mining Clerk has authority for the receipting payments from clients and selected transaction processes in the Enterprise Resources Planning (ERP) System by exercising accounting authority for all Mining Recorder's Office revenue and extension deposit control matters. These responsibilities must be fulfilled for each respective client with often competing priorities, timelines and workload demands. Adequate documentation supporting financial transactions is a requirement of this position. Failure to pay close attention to detail and maintain the integrity of the transactions may result in inappropriate decisions related to information on mineral tenure acquisition, security and certainty.



The Senior Mining Clerk is responsible for a final review of applications and financial transactions and recommendation to the Deputy Mining Clerk on applications. This position supervises the work of the Mining Records Clerks, who assist with collecting and validating applications, as well as with the review process before final recommendation. As a mentor for the clerks, the incumbent must show some management skills and must be able to train and oversee their work.

RESPONSIBILITIES

1. Reviews and processes various types of mineral rights related documents, maps, geospatial data, ensuring accuracy and adherence to the Northwest Territories Mining Regulations, policies, agreements and business processes.

- Maintains a registry of applications received, refused and abandoned, documents received as well as maintaining a record file of each claim, lease and permit.
- Prepares leases and renewals of leases, abstracts of record, certified copies of documents. Reviews, processes and recommends for approval or rejection to the Deputy Mining Recorder or Mining Recorder, applications for mineral dispositions after thorough evaluation for compliance with legislation.
- Calculates, collects, distributes, balances, and reports revenue received from clients and maintains a financial accounting system, ledgers, deposit books and refunds.
- Receives, reviews and processes work reports on mineral tenures, cost allocations of millions of dollars submitted by the clients
- Prepares correspondence and reports for clients, managers and other departments/agencies and prepares legal documents for signature.
- Reads and interprets the National Topographic System, maps and reference material, and ensures permits, claims and leases are accurate on the department's mylar maps or digital mapping system. Assists with research on background material and drafting of formal requests for legal opinions and uses these opinions to recommend changes to policies and procedures.
- Assists in the development and maintenance of information sources, such as databases, registries and third party inventories.
- Assists with the research and summary of specific issues and complex files, and provides recommendations to the Deputy Mining Recorder or Mineral Rights Specialist.
- Assists with the preparation of draft policies and procedures for the Mining Recorder's office.
- Participates on committees and project teams conducting research projects.

2. Processes financial transactions (accounts receivable for revenue, and deposits) entered into GNWT's ERP System, pursuant to applicable Sections of the *Financial Administration Act (FAA)*.



- Receives, reviews and processes all financial revenue and deposits for MRO of approximately \$5,000,000 yearly.
- Reviews documents to ensure accuracy in the recording of cheques and direct deposits, adequate documentation in support of transactions and reports
- Provides daily financial reports and reconciliations and handover of the SAM receipts and revenue deposits with coding to ITI finance
- Responsible for maintaining a cash float in the MRO office.
- Prepares financial metric reporting for monthly, quarterly and annual reports for MRO budget and spending, maintain all the rental payments into a Deferred Revenue Report
- Provides support for SAM AP/AR Inquiry, GL deposit Inquiry, Project Costing, and Purchasing processes for the business unit.
- Prepares and maintain Land Claim Rent payments for settled land claim groups.
- Prepares and maintain all customer refunds of deposits and overpayments.

3. Coordinates the management of records for the unit to ensure safe handling and storage of government records as MRO is a public registry

- Maintains the file index and information retrieval system for the MRO. Implements the Administrative Records Classification System.
- Maintains an index of the public registry files and assists staff in assigning file numbers to documents.
- Maintains an orderly and up-to-date filing system, including the opening and closing of files.
- Files all MRO documentation on a regular basis and in a timely manner. Maintains a Bring Forward system for correspondence, reports and other documents for the Unit.
- Maintains all chronological file of the unit's transactions and correspondence. Coordinates with Records Management on the disposition and retrieval of records.
- Prepare and maintain records for records storage.
- Liaises with the Records Management Coordinator for changes to procedures.
- Works with the Records Management Coordinator to monitor the unit's network drives ensuring the electronic filing guidelines are followed.
- Responsible for collecting and reporting weekly work data for the MRO.
- Responsible for production, accuracy and distribution of mining activity statistics conducted throughout the NWT.

4. Provides advice to members of the public, industry, GNWT departments, Indigenous groups, and other levels of government on the interpretation of the mining regulations, departmental policy and procedure.

- Interprets and explains legislations, regulations and policies to assist clients with acquiring and maintaining mineral dispositions.
- Receives visitors, answers inquiries from and exchanges information with the public, applicants and other federal and territorial governments and agencies.



5. Supervision of staff in the daily execution of procedures and processes within the Mining Recorder's Office.

- Training and mentoring Mining Records Clerks and summer students.
- Keeps statistics regarding workflow and volume.
- Informally supervises the work of clerks in the Mining Recorder's Office.
- Cover clerks duties during the clerk's absence due to sick leave or vacations.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

Concentrated attention to detail in the review of documents.

Mental Demands

Concentrated attention to detail/accuracy. Dealing with difficult clients, who do not understand the registration or filing requirements. Dealing with confidential and politically sensitive information and working to tight deadlines. Responding to public demands for immediate service.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the application of mineral rights legislation, regulations, policies, procedures and principles.
- Knowledge of the techniques and practices of the National Topographic Mapping System, departmental maps and reference material.
- Knowledge and understanding of methods and principles of research methods and statistical analysis.
- Knowledge of the methods and techniques of human resources management to mentor more junior staff.
- Knowledge of accounting and reconciliation practices for tracking revenue.
- Knowledge of fee and deposit schedules according to GNWT mining regulations as it relates to mining tenure.



- Knowledge of data entry, manipulation and retrieval techniques for a variety of automated systems.
- Knowledge of other divisions/sections of the department that affect mineral tenure.
- Knowledge of mining industry goals and problems, as well as the effect of legislation on its operations and mining terminology used within the industry.
- Knowledge of various Indigenous land claim groups and of the historical relationship between the different levels of government, and knowledge of the legal, financial and social underpinnings which define these relationships.
- Knowledge of interrelationships between the mining industry, Indigenous groups and the various levels of government.
- Knowledge of legislation and regulations as they relate to mining tenure.
- Knowledge of various Indigenous land claim agreements, both finalized and under negotiation.
- Listening skills to assist communication with a variety of stakeholders.
- Reading and comprehension skills.
- Professional verbal and written skills to communicate with clients and colleagues on a variety of complex issues including legislation, regulations, policies, and procedures.
- Inter-personal skills are required to communicate with clients, senior management, professionals and other department staff members.
- Ability to work closely in a team, in a cross-cultural environment.
- Ability to handle competing and conflicting deadlines through prioritization and optimizing team resources.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

The above noted knowledge, skills and abilities would typically be attained through the completion of high school diploma, and two years of relevant experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

Indigenous language: Select language

- ☐ Required
☐ Preferred