



Job Title:	Registrar of the Kanien'kehá:ka of Kahnawà:ke Law, and Kahnawà:ke Residency Law
Division:	CBS
Reports To:	General Manager of the Kahnawà:ke Kanien'kehá:ka Registry Office
Name of Incumbent:	TBD
Purpose:	The Registrar will oversee and maintain the of Kahnawà:ke Kanien'kehá:ka Registry as well as the Approved Kahnawà:ke Resident listing and permits, pursuant to both the Residency and the Kanien'kehá:ka of Kahnawà:ke Laws.
Cultural Identity Attributes:	Must be persistent, detail orientated, and enjoy a challenge in reaching a long-term goal. The individual must understand the cultural identity of the community to be able to implement and interpret the laws on recognizing who is a Kanien'kehá:ka of Kahnawà:ke and on who can reside in the community as set out in the <i>Kanien'kehá:ka of Kahnawà:ke Law</i> and the <i>Kahnawà:ke Residency Law</i> .
Roles & Responsibilities:	
With respect to the <i>Kanien'kehá:ka of Kahnawà:ke Law</i>, the Registrar will:	
<ul style="list-style-type: none"> • Verify and decide on applications for recognition as Kanien'kehá:ka of Kahnawà:ke; • Keep a clear record of each decision rendered; • Verify the compliance of <i>Kanien'kehá:ka of Kahnawà:ke Law</i> and Regulations; • Maintain and administer the Kahnawà:ke Kanien'kehá:ka Registry; • Complete Kanien'kehá:ka of Kahnawà:ke administrative processes; • Cooperate with the Community Review Board or Kahnawà:ke justice appeal bodies as required. 	
With respect to the <i>Kahnawà:ke Residency Law</i>, the Registrar will:	
<ul style="list-style-type: none"> • Verify and authorize Approved Kahnawà:ke Residents; • Verify and decide applications for permits; • Assign the compliance officer to a file when necessary; • Administer and implement any procedure, process, or policy required by Registrar Section 10 (a,b,c) of the <i>Kahnawà:ke Residency Law</i>; • Cooperate with the Community Review Board or Kahnawà:ke justice appeal bodies as required. 	
<p><i>The statements herein reflect general details to describe the principle functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.</i></p>	



Decision Making Authority:

Determines recognition of Kanien'kehá:ka of Kahnawà:ke;
 Determines authorization of Approved Kahnawà:ke Residents;
 Determines allocation of permits based on applications;
 Decides on the merits of a complaint for revocation of authorization of approved Kahnawà:ke Resident or permits;
 Determines when the involvement of the compliance officer is necessary.

Accountability:

- Ensures *Kanien'kehá:ka of Kahnawà:ke Law* and regulatory compliance;
- Ensures *Kahnawà:ke Residency Law* and regulatory compliance;
- Ensures written decision are signed and sent forward to the applicant;
- Ensures listings are available as required by *Kanien'kehá:ka of Kahnawà:ke Law* and *Kahnawà:ke Residency Laws*;
- Conducts business with internal and external clients in a tactful, discrete and courteous manner;
- Maintains confidentiality of all documents and information;
- Adheres to the MCK Administration Manual-Personnel Policy and Kanien'kehá:ka Language initiatives;

Education & Experience:

- Bachelor's Degree in Sociology, Human Relations or related field of study, plus one (1) year of relevant experience;
- OR
- D.E.C. in Social Sciences, plus three (3) years relevant experience;
- OR
- High School Diploma, plus five (5) years relevant experience.
- OR
- Completed MCK John Molson School of Business Program or equivalent (IF APPLICABLE)

Knowledge, Skills, Abilities and Other Attributes:

- Thorough knowledge and understanding of Residency and Kahnawà:ke Kanien'kehá:ka Laws;
- Excellent oral and written skills;
- Must have sound judgement;
- Ability to comprehend and interpret policies, procedures, and guidelines;
- Ability to develop opinions and make recommendations;
- Sound knowledge of databases, Word, Excel, and the ability to learn various computer programs;



- Ability to communicate in the Kanien'kehá:ka and French languages is an asset;
- Willingness to learn the Kanien'kehá:ka language is required;
- Ability to understand legal procedures, and ability to draft well-reasoned decisions

Working Environment:

- Full time position;
- Occasional overtime may be required;
- Considerable stress and exposure to emotional, personal, and sensitive situations (social & family issues) requiring tact, discretion, and confidentiality;
- Occasional travel.

Competencies:

Self - Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Communication	
TBD	TBD	TBD	TBD	TBD	
Adaptability	Planning and Organizational Knowledge	Leadership	Language & Culture		
TBD	TBD	TBD	TBD		

Commitment Statement:

I serve my community with its best interest in mind by supporting and encouraging creative, critical and resourceful thinking, accepting and nurturing new ideas and approaches and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

Signatures:

Employee's Signature: _____

Supervisor's Signature: _____

Director of Human Resources: _____