

**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMINE WAY PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Records Clerk

SALARY: \$9.00 to \$11.00 per hour Pay Range 2

DEPARTMENT: Office of Information Technology

LOCATION: Nixyáawii Governance Center

EMPLOYMENT STATUS: Part-Time with limited benefits
Safety Sensitive

SUPERVISED BY: Records Manager

OPENING DATE: February 4, 2010

CLOSING DATE: February 18, 2010

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR) is a dynamic organization at an exciting phase in developing its information technology capabilities. We are seeking an exceptional individual to fill the role of Records Clerk in the Records Management Program under the Office of Information Technology. This person needs to be highly motivated and dependable. The successful applicant will need to demonstrate computer skills and the ability to follow basic records filing systems. This position requires strict adherence to the confidentiality policies as set forth by the (CTUIR) Policy and Procedures Manual. The qualified applicant will also be expected to follow all detailed instructions and policies when performing any of the duties described.

EXAMPLES OF JOB DUTIES & RESPONSIBILITIES

The following is a list of specific duties and responsibilities for Records Clerk:

1. Assists in retrieving files from vault for co-workers/customers (our customers are employees working for Tribal Government Programs including the Nixyáawii Governance Center).
2. Provide high quality customer service for our customers.
3. Basic office computing skills, including:
 - a. MS Office Suite (Word, Excel, and if possible, SharePoint)
 - b. Enthusiasm to learn new software
4. Responsible for properly scanning documents into computer system.
5. Organize and maintain filing system for documents, reference materials and records, and work as a team with other departmental staff.
6. Reliability and attention to detail.
7. Must be able to work with repetitive motion – example: pulling out staples.
8. Must be willing to stand for long periods of time.
9. Other duties as assigned by Records Manager and OIT Director.

SUPERVISORY AUTHORITY: None

SIGNATORY AUTHORITY: None, other than Timesheet

ACCESS TO SENSITIVE AREAS: Sensitive areas of the department and program containing confidential information and materials such as Nixyáawii Governance Center records.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. High school diploma or equivalent.
2. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing.
3. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
4. Must become knowledgeable of the types of services provided by the Tribal Governmental programs.

5. Must have extensive knowledge with computer processing equipment and software, including: Access, Word, Excel, Power Point, Outlook, and other software such as SharePoint is desirable.
6. Knowledge of computers and other office technological equipment must be kept current by attending trainings as directed by supervisor.
7. Considerable knowledge of general office practices and procedures.
8. Individual must be highly organized and have good filing skills.
9. Demonstrated previous 'Records' filing maintenance.
10. Must be able to operate and maintain office machines (copiers, fax machines, printers, scanners, etc.).
11. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.
12. Ability to reach documents from top shelf of rotary files and vault file carriages (approximately 70 inches tall).
13. Demonstrated ability to adhere to strict confidentiality rules and policies.

PHYSICAL DEMANDS:

1. Ability to stand or walk around for long periods of time.
2. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
3. Ability to lift 30-50 lbs. overhead to filing cabinets.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers are required to disclose any pre-existing or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work.

SELECTION PROCESS:

Tribal Personnel Policy and Procedures Manual, Section 3.02: Employment Preferences

The Tribe's employment preferences shall be as follows:

- a. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians enrolled in federally recognized tribes. This Tribal and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
- b. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
- c. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.07.
- d. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no Tribal employee or job applicant shall be discriminated against

in pursuit of employment or career growth due to race, color, religion, sex or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All tribal employees are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed application for Sensitive Tribal Positions.
5. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
6. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.
7. Copy of High School diploma or GED.

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
P.O. Box 638
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.

Approved by: Julia Withers-Lyons, Human Resources
Manager

Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying.

Applicant Signature

Date