



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 016-22

OPENING DATE: 01/25/2022

CLOSING DATE: Open Until Filled

POSITION: Tribal Administration Records Clerk

POSTED: IN/OUT

PAY GRADE: NE3 (\$13.20/hr. - \$17.82/hr.)

FLSA STATUS: Non-Exempt

POSITION TYPE: Full Time

FUNDING SOURCE: POI Funded

DEPARTMENT: Tribal Administration

REPORTS TO: Governor

BACKGROUND LEVEL: Public Trust

JOB PURPOSE: Prepares documents for scanning, loads documents into the scanner and manages the maintenance of electronic files. Maintains and scans all organization documents. Performs a variety of office support duties. Maintains confidentiality of all information.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Scans, maintains and preserves all cultural and historic documents for the Pueblo.
- Scans all POIs organizational documents and categorizes them into master database.
- Ensures compliance with established tribal, state, and federal laws and regulations regarding the control and release of records.
- Sets up and maintains accurate and efficient centralized filing system according to established policies, procedures, and regulations.
- Sets up and maintains accurate filing systems of all Tribal Elections, Boards, Committees and Commissions.
- Prepares correspondence, reports, minutes, agendas, memos, forms, directories, resolutions, ordinances, and other documents and communications from drafts, recordings, or verbal instruction as requested.
- Maintains and operates office machines, equipment, scanner, and computers. Performs or coordinates general maintenance and repair.
- Verifies all input for completeness and sets priorities for daily processing.

- Systematically checks input for accuracy.
- Remains abreast of current trends and changes in records management best practices.
- Provides general office support as needed.
- Assists with answering incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel or department.
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel when necessary.
- Answers questions about program services and provides general information.
- Maintains confidentiality of all privileged information.
- Other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED.
- One year related experience.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of traditional forms of government and Pueblo customs and traditions.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of records management.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in scanning and preserving documents.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently with minimal supervision.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 50 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.