



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

POSTING NO: 156-23

OPENING DATE: 08/31/2023

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Archivist Technician
PAY GRADE: NE6 (\$17.57/hr. - \$23.72/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Tribal Council
REPORTS TO: Tribal Council Administrator
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Scans documents and manages the maintenance of electronic files and the hard copy filing system for the Tribal Council office. 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 Tribal Council documents (ie: Tribal Member files, Resolutions, Meeting Minutes, PR's, Department files for Pueblo of Isleta and Isleta Casino & Resort).
- Scans all POIs documents and categorizes into the document management system.
- Ensures compliance with established tribal, state, and federal laws and regulations regarding the filing systems.
- 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 and Committees
- Prepares reports, agendas, forms, directories, and other documents.
- 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.
- Answers 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.
- Answers general questions about Tribal Council and provides general information.
- Assists with community activities as required.
- Acts as a poll clerk for tribal elections.
- Orders, receives, and maintains office supplies as needed.
- Make copies as needed and assist in preparing Council packets as needed.
- Adheres to the Freedom of Information Act and Privacy Act requirements when releasing sensitive information and ensure confidentiality of all records (Must Consult with Supervisor before releasing information).
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED.
- Three years records management experience.
- Ability to speak Tiwa preferred.
- 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.
- Knowledge in document management software.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows/MAC environment.
- Skill in scanning and preserving documents.
- Skill in treating internal and external individuals with tact, courtesy, and respect
- 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 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment.
- Frequent interaction with the public.
- Noise level is usually minimal.

PREFERENCE:

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