



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

**POSTING NO: 202001-25**

**OPENING DATE: 07/02/2025**

**CLOSING DATE: 07/16/2025**

**POSTED: IN/OUT**

**POSITION:** Archivist Technician  
**PAY GRADE:** NE6 (\$22.73/hr. - \$30.69/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.