MAKAH TRIBE
POSITION DESCRIPTION

JOB TITLE: Records Management Specialist

EXEMPT: No	**JOB CODE: 3-SS T3**
TARGET SALARY: $14.78 to $17.39/DOQ	**SHIFT: M-F 8-5**
PROGRAM: Planning	**LOCATION: 101 Resort Drive**
REPORTS TO: CP&ED Manager	

SUMMARY: Performs records management duties involved in the receipt, retention retrieval and disposal of records, including the identification, classification, cataloging, indexing and preservation of the Makah Tribes governmental records both electronically and in hard copy files where necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Maintains a variety of records for the organization in various formats including Digital electronic document management for the purpose of document retention, retrieval storage and destruction of records according to department records retention schedules.

Administers digital system for the organization.

Designs and develops electronic forms; trains all departments on use of digitizing software. Responsible for the creation of metadata templates for each Department's use in storing their files and creating the necessary database for easy search and retrieval of documents.

Responsible for assigning passwords, and levels of security for all employees and setting up repositories for departments with secure access as the department policy requires. This includes HIPPA requirements and other Department confidentiality guidelines in compliance with Tribal policy and funder requirements. Sets up and monitors digital signature authority for supervisors.

Works with departments to set up work flow processes both internally and interdepartmentally. Designs workflow to automate day to day reporting requirements. Monitors any possible of misuse of records management.

Develops the creation of digital forms for use organization wide.

Assists with the preparation, organization and storage of documents and files in a variety of graphic, visual and audio formats, and in interactive digital information management systems.

Safeguard confidential information including video, audio, electronic and/or other computer stored information from unauthorized disclosure without informed consent of the individual and/or legal representative.

Develops intake applications for Departments offering services to the public. Creates a Web site for the public to use in response to public records requests and intake applications.

Creates a database for Council Minutes, Ordinances and adopted laws.

Reviews and processes public records requests. This includes assisting the requester, assisting with the development of public disclosure guidelines and training, and tracking all disclosures.

Receive public records requests, assist requestor in defining the scope of records requested, assist staff in identifying records responsive to a request, identify and redact information exempt from disclosure, provide records to requestor, and retain records related to requests in accordance with records retention requirements.

Reviews records retention and records schedule to ensure compliance for both digital and hardcopy files.

Reviews established organization records retention schedules at least annually and coordinates departments records retention, disposition and transfer of records as required by funding sources.

This position will acquire necessary software licenses and assure they are properly maintained annually.

May draft, proof, send and receive documents correspondence and specification for records scanning and indexing of permanent records.

Prepare written materials (reports, memos, letters, and spreadsheets, etc.) for the purpose of documenting activities, providing written reference and/or conveying information regarding records management processes and procedures.

Performs inventory-keeping functions (scheduling, data entry, scanning, copying, etc.) for the purpose of supporting organization funds.

Researches discrepancies related to records management storage issues involving capturing scanning, organizing, classifying and identifying the digital document system in accordance with established guidelines and procedures.

Responds to written and verbal inquires from staff (requests for information regarding records, etc.) for the purpose of providing information and/or direction.

QUALIFICATIONS
EDUCATION and/or EXPERIENCE
High school diploma or general education degree (GED).

AS/AAS Degree in Computer Science, Information Systems or related field. Or IT Certificate from college or technical school.

Minimum of two years experience in inventory control, storage, and or filing systems.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS
Must have a valid Washington state Drivers license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

Must have HIPPA certification or the ability to obtain within 90-days from the date of hire.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

OTHER QUALIFICATIONS

OTHER SKILLS AND ABILITIES

Computer experience is required. Must have ability to work with programs such as Word, Excel, Powerpoint, and email. Additional software program experience is preferred.

Ability to listen, observe and record a variety of information.

Must have the ability to effectively interact with all levels of diverse work-force and clientele via telephone and personal contact, in a courteous, helpful and effective manner, contributing to a positive work environment.

Must have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work, to meet deadlines, and ensure accuracy in completing work.

Ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary, and to work independently.

Knowledge of tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices, and priorities, of the office and Tribal organization.

Knowledge of standard filing systems in order to prepare, file, and retrieve various documents efficiently.

Knowledge of records management procedures and processes.

Knowledge of record retention schedules and procedures of storage.

Must have knowledge of inventory practices.

Must have knowledge of capturing, scanning, organizing, classifying and identifying documents in a digital document management system, computers, and applicable software; traditional digital and mobile media.

Ability to maintain confidentiality within the program staff at the highest level.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually very loud.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: Tabitha.herda@makah.com

OPEN: November 16, 2016
CLOSE: December 2, 2016

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.