



RECORDS MANAGEMENT CLERK / TRANSCRIBER

Office of the Tribal Secretary

Reports To: Tribal Secretary

Salary/Hourly Range: 22

FLSA Status: NON-EXEMPT; Full-time, Part-time, Temporary

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 12/29/2016

INTRODUCTION:

This position is responsible for providing administrative work related to records management of maintaining, scanning, filing and disposing of records and other documents administered under the Hopi Tribal Secretary's Office and assist in transcription of meeting minutes.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Maintains a computerized records management system; updates or purges; compiles, tabulates and retrieves various data for research or reporting purposes.
2. Analyzes, files (chronological or alphabetize order), scans, labels each record in preparation for research, information and availability purposes.
3. Implementing of a standardized filing system, retrieving records and other information in coordination with supervisor to maintain a high level of filing method.
4. Monitors records retention schedules to determine timetables for transferring active records to inactive storage, destroying obsolete or unnecessary records and scanning of files to be transferred to storage.
5. Responsible for proper filing and retrieval of documents pertinent to office operations & clientele; handles highly confidential and sensitive information/data in accordance with established policies & procedures.
6. Demonstrates continuous effort to improve records management procedures, streamline work processes, work cooperatively with supervisor and other staff to provide quality and professional customer service.
7. Performs receptionist/clerical, as a backup to other office staff on an as-needed basis; monitors and replenishes office supplies when necessary.
8. Upon delegation by supervisor, assists in transcribing of meeting minutes into written reports, which involves translating Hopi to English.
9. Upon delegation by supervisor, may attend and take meeting minutes using voice recording system and handwritten notes.
10. Performs other duties as assigned or authorized by the supervisor to achieve office goals and objectives.

PERSONAL CONTACTS:

Contacts are typically with employees within/outside the immediate work area, Hopi Tribal Council members, other agencies, public/private organizations and the general public for the purpose of providing information, coordinating schedules of Tribal Council, usage of Chambers in a professional manner.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is mostly sedentary and performed in a standard office environment. The incumbent is considered a member of the Tribe's Legislative Body's professional staff and as such may be required to attend meetings, work evenings and/or weekends when necessary to accomplish the work. Moderate travel on and off the Hopi reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

Education: High School Diploma or GED Certificate or related field;

AND

Experience: One (1) year file clerk and or transcribing work experience.

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of office management practices and procedures;
- Knowledge of effective records management practices;
- Knowledge of good customer service;
- Knowledge and skill in the use of business English, spelling; composition & formatting of letters, minutes, memos, forms, proper usage of punctuation and grammar;
- Knowledge of modern office equipment/machines and applicable software.

Skills:

- Skill in written and verbal communication;
- Skill in operating a computer, applicable software and various office machines/equipment;
- Skill in human relations, including effective public relations.

Abilities:

- Ability to maintain confidentiality in conformance with professional standards;
- Ability to organize & schedule task assignments to ensure timely completion of project assignments;
- Ability to follow verbal and written instructions;
- Ability to interact professionally, effectively and courteous with all customers;
- Ability to operate office equipment, computers, printers, fax, copiers, etc.
- Ability to work independently and exercise sound judgement and professionalism while accomplishing assigned duties;
- Ability to be able to work under stressful situations and ability to adapt to changes;
- Ability to organize and prioritize workload and handle a large volume of paperwork on a daily basis;
- Ability to keep records and files in an accurate and organized fashion and maintain confidentiality;
- Ability to speak and translate from the Hopi Language;
- Ability to establish and maintain positive professional working relationship with others.

NECESSARY SPECIAL REQUIREMENTS:

1. Must possess valid Arizona Driver's License and satisfactorily pass the Hopi Tribe's Defensive Driving Course.
2. Must complete and pass the pre-employment screening which includes a fingerprint, drug-test, Local, State & Federal background investigation in accordance with Hopi Tribal Policy.
3. Speak and understand the Hopi language well enough to translate Hopi to English and vice versa.