



## RECORDS CLERK Office of Enrollment

### **OVERVIEW**

The Records Clerk position maintains records within the Hopi Tribe's Office of Enrollment. The Records Clerk performs many organizational tasks to ensure the professionals they support have the most accurate and up-to-date documentation they need when they need it. Under general supervision, performs work of moderate difficulty in performing specialized clerical work related to the maintenance of department records.

### **PRIMARY JOB FUNCTIONS** (The following duties are not all-inclusive or restrictive)

- 1) Develops and maintains a file plan.
- 2) Maintains strict confidentiality with all records and information.
- 3) Scans, labels and updates paper/electronic files.
- 4) Performs regular quality checks on the file system.
- 5) Photocopies, scans, and send records electronically.
- 6) Maintains an electronic and/or hard copy filing system by setting up files, filing documents, purging and updating.
- 7) Enter data into appropriate information system and prepare required reports.
- 8) Types routine correspondence, reports, labels and forms.
- 9) Assists in researching, retrieving and releasing documents requested.
- 10) Answers telephone and routes calls, takes messages; greets and refers visitors to appropriate staff.
- 11) Responds to routine inquiries that require judgment in determining the type of information that may be released.
- 12) Handles routine office operations for time sheets, office supplies and forms.
- 13) Assists supervisor in planning and carrying out the filing and coding systems.
- 14) Performs other duties as assigned to achieve Tribal/Program goals and objectives.

### **MINIMUM QUALIFICATIONS**

Education: High school diploma or GED equivalent; AND

Experience: Six (6) month entry level clerical work experience, including electronic filing systems; or performing in an office environment; OR

Equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of standard office practices and procedures
- Knowledge of computer software, word processing, database and spreadsheet applications
- Well-organized and able to balance competing demands
- Professional, organized with strong administrative, communication and interpersonal skills
- Self-motivated, able to multi-task, ability to meet deadlines, prioritize tasks and work well under pressure
- Skill in preparing a variety of records, reports and correspondence using computer software
- Skill in maintaining filing and records systems
- Skill in the use of computers and related software

- Skill in preparing clear and comprehensive reports
- Skill in establishing and maintaining effective working relationships
- Skill in applying judgment in the release of confidential information
- Proactive and can work independently
- Excellent time management skills
- Excellent verbal and written communication skills.

#### **NECESSARY REQUIREMENTS**

- 1) Must maintain a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license, which qualifies the incumbent for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license). Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass pre-employment screening.
- 4) Must pass (negative test results) mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have misdemeanor criminal convictions at the local, state, or federal level within the past five (5) years of application.

#### **RECORDS CLERK**

Office of Enrollment

Supervisor: Enrollment Director

Salary Range: 22

Classification: NON-EXEMPT

**DRIVER'S LICENSE REQUIRED**

Revised 02/04/2026

REVIEWED BY: \_\_\_\_\_

Department Director

DATE: \_\_\_\_\_

2-10-2026

APPROVED BY: \_\_\_\_\_

Human Resources Director

DATE: \_\_\_\_\_

2/10/2026