

CHEYENNE RIVER SIOUX TRIBE
CENTRAL RECORDS DEPARTMENT
SCANNER TECHNICIAN III

DESCRIPTION OF WORK

General Statement of Duties: Document scanning, document retrieval, document research and assist the Central Records Department and Tribal Secretary's office as needed.

Supervision Received: Works under the immediate supervision of the Central Records Director.

Supervision Exercised: None.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Must know the Cheyenne River Records Management Manual.

Must know scanning document retrieval and researching practices.

Must know scanning operations and scanning maintenance techniques.

Must have knowledge of data/recording of Tribal Records and file saving techniques (Daily, Weekly and Monthly).

Keeps documents in sequence and in an orderly fashion for scanning and filing.

Scans documents such as Tribal Council minutes and all supporting documents, Tribal Council Resolutions, Tribal Council motions, District Minutes, Committee Minutes, Appointment Letters and etc.

Assists and/or completes research assignments as requested by Tribal Executives, Tribal Council Representatives, Tribal programs, Tribal employees and the general public in a timely manner.

Will be in charge of all documents transported to the Tribal Archives and have written record of all information transferred.

Answers phone calls, takes messages and assist as needed.

Must sign confidentially agreement upon hiring.

Must assist in formulating new ideas and practices of scanning database design and streamlining.

Other job related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must have general knowledge of Tribal Administration and programs. Must adhere to and keep confidential information at work. Must have knowledge of scanning software and scanning hardware. Must have knowledge of general office procedures, basic computer skills and telephone etiquette skills.

Education: High school diploma or GED.

Experience: Must have One (1) year computer experience and Six (6) months general office equipment experience. Must have knowledge of scanning hardware, software and maintenance techniques.

Special Requirements:

Must have a valid SD driver's license (attach copy), transportation (attach copy), vehicle insurance (attach copy), and must be able to lift 50 lbs. Incumbent is subject to the CRST Drug & Alcohol Testing Policy; must pass pre-employment drug screening and will be subject to random drug screenings (will be required to sign and submit a form understanding and receiving policy).

Revised Date: 08.13.2018