



Confederated Tribes of the Colville Reservation

Human Resources Office P.O.Box 150 Nespelem, WA 99155
(800) 506-9434 (509) 634-2843 Fax (509) 634-2864 www.colvilletribes.com

POSITION: Human Resources Records Technician
SALARY: \$25,563.20, less 5% during probationary period
REPORTS TO: HR Manager or Designate
LOCATION: Nespelem, Washington

BASIC FUNCTIONS: To assist the HR Office with general and specific management of the records, files and documented information including setting up standardized filing systems, conducts regular assessment of records systems and makes recommendations for retention schedules, disposition of records, information research, copies and distribution, security and confidentiality of records. Understands and applies knowledge of related Tribal, Federal and other regulations and laws related to Personnel records and information to protect Tribal legal, fiscal and administrative integrity through established procedures. On a daily basis, performs routine filing of HR material and retrieval and research in response to inquiries.

MINIMUM QUALIFICATIONS (Education and Training):

- High School Diploma or GED; **AND**
- Eighteen months successful experience in information management, archives, library technology, records technician or a related field that clearly demonstrates the knowledge, skills and abilities to perform the work of this position.

Knowledge, Skills and Abilities:

- Must have demonstrated knowledge of effective records management and methods to retain, track, dispose and secure confidential records.
- Must have the ability to read, interpret and implement Tribal and federal regulations to ensure compliance with records, personnel and confidentiality laws and regulations.
- Must demonstrate ability to work in repetitive and routine projects and assignments.
- Must adhere to strict deadlines.
- Must possess better than average attendance, positive performance record and the ability to work with others.
- Demonstrated ability to communicate accurately and professionally with various audiences orally and in writing.
- Demonstrated ability to use computers and software in a work environment to complete projects/tasks as required.
- Must be able to lift up to 40 pounds and work in a confined and/or dusty environment (Medical clearance may be required to qualify).
- Demonstrated knowledge of STRICT confidentiality of information and will be required to sign a Confidentiality agreement upon hire.
- Must successfully clear an Extensive Criminal History Background Inquiry.
- Must be willing to attend and successfully complete trainings as required.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

CLOSING DATE: Open until filled, for first round consideration - applications and supporting documents **MUST** be received in the Human Resources Office by, **4:00 p.m. Friday, June 5, 2009**, or be postmarked by that date.

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
P. O. Box 150
Nespelem, WA 99155
(509) 634-2839
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