



Spirit Lake Tribe  
 P.O. Box 359  
 Fort Totten, North Dakota 58335  
 slthr@spiritlakenation.com

<b>Job Title:</b>	<b>Records Management Technician</b>	<b>Revised Date:</b>	<b>January 8, 2019</b>
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**Position Objective: Responsible to utilize the document management system and follow related procedures to capture, store, retrieve, share, and destroy electronic records and documents. File documents manually.**

**Major Duties & Responsibilities**

- Sort, organize, and files account payables, payroll records and any other as assigned.
- Set up the file folders each fiscal year.
- Pull checks as requested and return to proper filing cabinets.
- Set up document retention for all Finance records.
- Assist other staff members as asked for filing and document retrieval.
- Modify and improve filing system or implement new filing system.
- Perform periodic inspections of materials or files in order to ensure correct placement, legibility, and proper condition.
- Eliminate outdated or unnecessary materials, destroying them or transferring them to inactive storage according to file maintenance guidelines or policy and/or legal requirements.
- Keep the storage of records clean and organized.
- Scan documents and store them using imaging devices and document imaging software.
- Responsible for managing finance documents while also ensuring their accuracy, quality and integrity.
- Responsible to scan, image, organize and maintain documents, adhering to the company's document lifecycle procedures, and archive inactive records in accordance with the records retention schedule.
- Responsible to control the retrieval of documents. Process Requests for Information, or RFIs, from employees or clients and maintain the requests via tracking logs
- Assist with audits to retrieve documents for them as needed.
- Keep work area clean and organized.
- Assist the department with other projects or tasks as assigned by your supervisor.

<b>Job Location:</b>	Spirit Lake Tribal Community Center	<b>Company Industry:</b>	Spirit Lake Tribe- Finance
<b>Exempt/Non-exempt</b>	Non-exempt	<b>Closing Date:</b>	<b>January 21, 2019</b>
<b>Employment Status:</b>	Full- time	<b>Supervisor</b>	Spirit Lake CFO

<b>Hourly Salary Range:</b>	\$12.00 to \$19.00	<b>Manages Others:</b>	No
<b>Please Send Application to:</b>			
<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:karenj@spiritlakenation.com">karenj@spiritlakenation.com</a> <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		