

FORT BELKNAP INDIAN COMMUNITY
FORT BELKNAP AGENCY
656 AGENCY MAIN STREET
HARLEM, MONTANA 59526
(406) 353-2205

TITLE: Human Resource Records Management **STATUS:** Regular/Full-time
DEPARTMENT: Human Resources **SALARY:** DOE
PROGRAM: Human Resources **LOCATION:** Fort Belknap Agency

SUPERVISION RECEIVED: Incumbent will work under the general supervision of the Human Resources Director.

SUPERVISION EXERCISED: None

GENERAL DESCRIPTION OF DUTIES: Under general supervision, processes various documents for storage and retrieval, perform a wide variety of complex and confidential duties requiring analysis and attention to detail for the Fort Belknap Tribal Personnel Department.

Assist departments with the development of new document categories and fields for storage; work with the Personnel Staff to determine departmental records needs; provide assistance in preparing documents for scanning per Tribal Personnel Policies.

Provide assistance in storage, organizing and maintaining inventory of physical and electronic stored files. Able to lift thirty pounds and perform file retrieval from large filing cabinets.

Collect, sort, prepare and scan documents; label and enter documents into the computer system; prepare files and forward documents for recycling and/or shredding.

Convert documents to various formats; assist in transferring data between systems.

Provide post-scanning quality assurance to ensure batches are complete, accurate, and of a high quality.

Maintain files of official recorded documents, file and label documents for permanent storage; communicate and coordinate needs with departments.

Ensure documents are archived and properly located; maintain confidentiality.

Works closely with all departments on document issues.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: Practical knowledge of filing methods, Public records requests. Record keeping and file maintenance principles and procedures. Must possess the ability to communicate both orally and in writing. Have exceptional customer service skills; strong experience in data entry performance, excellent knowledge of MS Office applications Access Word and Excel.

Must be able to manage the changeover from paper to electronic records management systems. Able to deal with inquiries and requests for information from both internal and external clients.

SUPPLEMENTAL DUTIES

To be permitted to act as a collector in the Fort Belknap Indian Community (FBIC) drug testing program; you must become a certified tester within three (3) months of hire, and meet all collector requirements before performing collector functions.
Other duties as assigned.

Become cross trained in daily Human Resources work flow and functions.

EDUCATION: Must possess a two -year Associate of Science degree in Computer Information Systems; or its Equivalency and/or two (2) years experience in the business field.

SPECIAL CONDITIONS:

1. Must possess a valid Montana State Driver's License and be eligible at reasonable and ordinary cost for inclusion with the Master Insurance Policy.
2. Incumbent will be subject to and must comply with the Fort Belknap Indian Community Council Substance Abuse Prevention Drug/Alcohol Policy.
3. Submit to a thorough background investigation, which includes criminal and work history.

IMMIGRATION REFORM AND CONTROL ACT: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.