FORT BELKNAP INDIAN COMMUNITY

FORT BELKNAP AGENCY

656 AGENCY MAIN STREET

HARLEM, MONTANA 59526

(406) 353-2205

**TITLE:** Human Resource Specialist Records Management **STATUS:** Regular/Full-time

**DEPTARTMENT:** 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.

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.

Maintains and stays up to date on Federal Employee Health Benefits for employees.

Must become certified in administering drug testing for employee’s.

Assists with extensive administrative duties in the planning, development, coordination and management of the Personnel System of the Fort Belknap Indian Community.

Assists with maintaining the official personnel files for all employees of the Fort Belknap Indian Community, inclusive of contracts, salaries and wage earners.

Assists with advertising all positions, receipts documents of application and coordinates the activities of the screening committee.

Assists with advising the Fort Belknap Community Council members and all tribal employees on matters relevant to the provisions of the personnel policy and procedures manual. This activity requires the interpretation and application of rules, policies, procedures and other guidelines governing the tribal personnel system and is done in a manner that is in compliance with applicable federal and state regulations and guidelines.

Assists with conducting orientation sessions for all new tribal employee hires.

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.

**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.

Revised 5/4/2022