

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. Will utilize various computer software and office equipment and exercising independent judgement. Performs daily communication with the general public with professionalism and courtesy at all times.

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

Supervision Exercised: None unless assigned.

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.

Will work with various computer software on a daily basis.

Must have knowledge in research techniques.

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.

Follows proper procedures of public information requests.

Must have working knowledge of archival recording material such as CDs, large reel tapes, and mini recording tapes in order to conduct research and transcribing purposes.

Will assist in records retention of Tribal Council actions and other public information.

Will assist in the collection, reviewing, analyzing and verifying of data to be entered into computer. Assures data is filed properly and mailed out in timely manner.

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.

Will be required to attend workshops, meetings, etc. as assigned by the Tribal Secretary.

Must maintain rapport and good working relationship with the Bureau of Indian Affairs, Tribal and Elected Officials, State Officials, private agencies, professionals and the general public.

Will assist in loading and unloading of recording equipment as needed.

Will assist with livestreaming of Tribal Council Sessions and other livestreaming sessions as needed.

Assist other staff as needed.

Other job duties as assigned.

## MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must have general knowledge in the process 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, practices, basic computer skills and telephone etiquette skills. Must be proficient in grammar, spelling and punctuation. Must possess the ability to perform typing, data entry, researching and clerical work requiring independent judgement. Ability to communicate verbally and in writing. Must have knowledge with various office software and equipment.

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 South Dakota Driver's License (attach copy). Must have own transportation or have access to transportation (attach copy if applicant has own vehicle. Must have vehicle insurance if applicant has own vehicle (attach copy). Must be able to lift 50 lbs. Must be bondable and must be willing to become a notary. Must be able to pass a Tribal/Local, Federal and State background checks. Incumbent is subject to mandatory drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe's Drug & Alcohol Testing Policy. Must pass a 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). Must sign a Tribal Confidentiality Form. Preferably understands the Lakota Language.

Updated: 11/18/24