



Ho-Chunk Nation

Job Description



TITLE: Records Archivist		JOB CODE: REAR
Government - Employee	EEO: 5	PAY GRADE: 10
Non-Exempt	No Flex	FUNDING SOURCE: NPD
HO-CHUNK PREFERENCE		

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

Scan, clean and archive the records for permanent storage. Manage data flow in the office for filing and record retrieval.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Ability to maintain confidentiality on a daily basis.
2. Supervisor Data Coordinator on a daily basis.
3. Data entry daily.
4. Communicate with software personnel to develop method for said data entry and utilize the system to the best of its potential, at least annually.
5. Archive Records: The following are performed on a daily basis.
 - a. Scan documents to software program.
 - b. Enter missing data into electronic record.
 - c. Maintain Inventory of Archiving Supplies.
 - d. Physically transfer files permanent storage vault.

JOB RESPONSIBILITY

Job Reports to	Genealogist
Leadership Accountability	Implements operating plans
Supervisory Accountability	Supervises associates below supervisory level
Organizational Accountability	Manages work group within a sub-unit of a department
Financial Accountability	None
Customer Accountability	Interfaces with outside customers, interfaces with inside customers
Freedom to Act	Operates with significant independence, subject to general input from supervisor, subject to regular review by supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. Associate Degree in Archives Management.
2. Bachelor Degree preferred.



ESSENTIAL:

1. Must have valid driver's license, dependable transportation, and proper insurance.

EXPERIENCE:

1. Two (2) years minimum work experience.
2. Background in tribal government helpful.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Ability to read and speak or understanding of the Ho-Chunk Language.
2. Knowledge and/or understanding of the Ho-Chunk culture and tradition.
3. Excellent organizational and time management skills.
4. Knowledge in data entry and data systems.
5. Knowledge of computer operation and software.
6. Ability to develop and maintain a system to backup files.
7. Ability to work independently under a deadline.
8. Ability to identify and resolve problems.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

WORKING CONDITIONS

1. Job duties are primarily in the office requiring long hours of computer/scanner usage and long periods of sitting.
2. Must be able to lift 35-60 lbs.
3. See Physical Demands Worksheet.