



The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

EXEMPT
NON-EXEMPT

OPEN: 05/02/24
CLOSE: 05/16/24

POSITION DESCRIPTION

POSITION: RECORDS TECHNICIAN

RESPONSIBLE TO: Records Manager

SALARY: Step Range: 8-20; Full Benefits
Salary Range: \$33,895 - \$48,327
Hourly Range: \$16.30 - \$23.23

CLASSIFICATION: Non-Management, Regular, Full-Time

LOCATION: The Klamath Tribes Administration
501 Chiloquin Blvd.
Chiloquin, Oregon

BACKGROUND: Comprehensive Employee Level

POSITION OBJECTIVES

The primary purpose of the position is to assist in processing incoming information, sort and classify material for integration into the Tribal Laserfiche archive system. Retrieve/reference information from archived records, as required. Maintain logs and indexes to provide status of information. Serve as a back up to the Mail Technician and relieve Administrative Receptionist.

MAJOR DUTIES AND RESPONSIBILITIES

1. Perform a wide variety of clerical duties, including but not limited to, filing, photocopying, order supplies/publications, create forms, prepare memos, and purchase orders/vouchers and reports from rough draft, as directed.
2. Maintain an effective records management system, ensuring accuracy and security of all files.
3. Scan documents and enter data into Laser Fiche computer system.
4. Utilize computerized and standard office equipment to sort, classify, and index

material for filing, set up new file categories, and access, compile, gather, and issue requested records and information.

5. File various media, including but not limited to, newspapers, memos, financial documents, videos, etc.
6. Maintain accurate charge-out system for requested records.
7. Follow up on material charged-out to users to ensure appropriate tracking and return processes are followed.
8. Provide suggestions and recommendations in establishing and/or revising procedures related to Records Management.
9. Gather statistical data and perform special research projects, sourcing, and verification, as directed.
10. Serve as a relief to Mail Technician and Administrative Receptionist in an accurate, efficient and confidential manner. May be required to transport mail to and from the post office.
11. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

The immediate supervisor is the Records Manager. Work is normally assigned in terms of objectives to be achieved with standard procedures to be used. Detailed instructions are usually given on assignments. Recurring assignments are carried out independently. New or unusual problems are discussed with supervisor.

After initial training, recurring assignments are completed independently. Completed work is spot checked for accuracy and timeliness, and compliance with policies and procedures.

KNOWLEDGE, SKILLS, ABILITIES

Comprehensive knowledge of the records systems and concepts.

Knowledge of or ability to learn Tribal guidelines, regulations, and procedures.

Ability to perform work and accomplish tasks in accordance with established policies, procedures, practices, and priorities for the office and Tribal organization.

Ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary.

Ability to maintain cooperative working relationship with supervisor, co-workers, and other staff for the purpose of exchanging information. Most contact is internal.

Skill and ability to operate a computer/word processor in order to accomplish assignments in a proficient manner.

Ability to maintain confidentiality of records and information pertinent to the nature of the work.

Ability to lift and carry objects weighing 40 pounds and use proper lifting techniques to move equipment and storage boxes.

Ability to operate vehicles safely under all types of weather conditions and traffic situations.

Knowledge and ability to operate standard office equipment; including a computerized telephone switchboard system.

Ability to communicate orally and in writing; must be able to express him/herself in a clear and concise manner for the purpose of general correspondence, preparing and delivering reports, taking messages and providing information.

Ability to function effectively under pressure of time and/or demands of several tasks, by effectively planning, organizing and prioritizing workload.

Knowledge of Privacy Act and Freedom of Information Act.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.*)
- **REQUIRED** to possess a minimum one year of experience in general office/secretarial field, **OR** relevant combination of experience and training equal to one year may be substituted.

- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept the responsibility of a **mandatory reporter** of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.

Preferred Qualifications:

- Experience and/or training in records and information systems.
- Experience with Laserfiche system.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

The Klamath Tribes

**ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)