

CHEYENNE RIVER SIOUX TRIBE
CENTRAL RECORDS OFFICE
CENTRAL RECORDS DIRECTOR

DESCRIPTION OF WORK

General Statement of Duties: Responsible for the proper storing, researching, accessing, microfilming, and reproducing of Tribal documents by utilizing various computer software and office equipment while exercising independent judgment.

Supervision Received: Works under the immediate supervision of the Tribal Secretary.

Supervision Exercised: Central Records staff. At times will supervise Tribal Secretary's Staff, Enrollment Office Staff and Tribal ID Staff.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Responsible for the retention of all records of the Cheyenne River Sioux Tribe forwarded to Central Records.

Must be able to operate a computer and its software.

Must be able to operate general office equipment.

Safeguards, receives, reviews and analyzes all incoming documents to determine proper transactions.

Retrieves Tribal documents requested by the general public and the Tribal Secretary's Office and responds in a timely manner.

Keeps informed of updated information regarding records retention.

Informs and assists the Tribal Secretary of any matters pertinent to the upgrade of the Central Records Department.

Scans documents for archival purposes.

Knowledgeable of microfilm machines.

Knowledgeable in working with archival recording material such as CDs, large reel tapes, mini recording tapes and livestreaming recordings to conduct research and for transcribing purposes.

Conducts research upon request by Tribal Executives, Tribal Council Representatives, Tribal Employees and the general public.

Communicates effectively orally or in writing with various agencies.

Assists with records retention of all Tribal Council actions and other pertinent public records.

Assist with the Tribe's livestreaming of Tribal Council Sessions.

Assist with hauling the recording equipment to and from Council Sessions.

Assist with the maintaining the Tribe's website

Works closely and cooperates with the Tribal Secretary and the Tribal Archivist to ensure all records and other historic properties are documented, micro-filmed, filed, reproduced, and stored adequately.

Keeps an adequate inventory of all equipment and office furniture.

Required to order supplies and equipment when needed, voucher bills for payment, complete purchase orders, and complete the bid process as needed.

Records and submits financial and other necessary reports to the Tribal Secretary.

Develops strategies towards records improvement for Department.

Must maintain rapport and good working relationship with the Tribal Executives, Tribal Council Representative, Bureau of Indian Affairs, Indian Health Service, State Officials, other Tribal Officials, private agencies and the general public.

Keeps accurate cuff accounts.

Supervises staff with respect and follows the CRST Personnel and Policies Procedures Manual as needed.

Will assist with Tribal Elections.

Shall perform confidentiality when needed.

Assist other staff as needed.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must be computer literate. Typing and filing skills required. Good communication skills and excellent grammar and writing skills required. Knowledge of records retention laws. Knowledgeable with data entry, researching and retrieval skills.

Education: High School Diploma or GED required. Associate's degree in Business or a related field preferred.

Experience: Eight years of experience in working with microfilming and/or records retention which would be in lieu of education to demonstrate an applicant's ability to perform the required duties.

Special Requirements: Must have a valid South Dakota Driver's License (attach copy), 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 and alcohol Testing Policy. Must sign a Tribal Confidentiality Form. Preferably understands the Lakota Language but not required.

Revised Date: 9/27/24