



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
11373 Moorage Way  
La Conner, WA 98257

Phone (360)466-7347 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy ?	N
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	N

Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities.

**JOB TITLE:** Records & Office Specialist

**DEPARTMENT:** Environmental Protection/ Natural Resources

**CLOSES:** OPEN UNTIL FILLED;

**POSITION SUMMARY:** The Records Management Specialist is responsible for implementation and modification of Department of Environmental Protection's (DEP) file management protocols and delivery of training to departmental staff in file management. This position provides office, and technical support for the Department of Environmental Protection, including file archiving, data entry, file management (both hardcopy and electronic), database management for all departmental and office files, and facilitating or managing office processes. Position based in the Swinomish Department of Environmental Protection and is supervised by the Environmental Director.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Creates, inventories, scans, and stores physical and electronic documents according to the Swinomish Department of Environmental Protection efficient filing system;
  - Develops and maintains records storage area(s) according to protocols;
  - Coordinates data entry, office supply purchasing for file management and general office supplies, database management, and training/outreach to departmental and office staff on file management and other departmental or Tribal protocols;
2. Prepares and/or assists DEP staff in drafting internal technical reports and/or multimedia presentations using archival departmental environmental information;
3. Supports departmental staff in office and Tribal protocol processes, including procurements, compiling reports, and facilitating or managing interdepartmental communications.
  - Implements and manages 1-3+ contracts for scanning or other archiving or office work, including drafting work scope and tracking budgets for contract as directed by the senior staff.
4. Researches new records management, preservation/archival techniques, storage solutions, and other DEP protocols as needed;
  - Develops updates to the DEP file management protocols including retention schedules, historic preservation (hardcopy & digital), and storage management for efficiency and clarity of the process;

5. Because of the Tribes commitment service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

**MINIMUM QUALIFICATIONS**

- Bachelor’s Degree in library science, computer science, information technology, business administration, or a related field.
  - Minimum three years of related experience in administrative support, systems administration, database development, or records management.
  - An equivalent combination of education and experience in administrative support, systems administration, or records management may be considered
- Excellent organizational and administrative skills;
- Ability to work independently, efficiently, reliable, self-motivated, and able to work in a team;
- High-level computer skills; Proficient with software programs including Microsoft Word, Excel, Outlook, and Access to compose communications, write memos and reports, and manage data;

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Proven track record of completing projects on time;
- Quick learner, systems thinker;
- Commitment to environmental protection and sensitivity to Tribal issues;
- Excellent verbal and written communication and interpersonal skills *IS PREFERRED;*
- Culturally appropriate social skills to successfully transfer knowledge to staff *IS PREFERRED;*
- Knowledge of SITC policies and procedures *IS PREFERRED;*
- Experience with design and creating visual aids *IS PREFERRED;*

**WORK ENVIRONMENT AND TIME COMMITMENT**

- Work schedule is 40 hours per week. This is a full-time position.
- Tasks are performed mostly indoors in an office environment.
- Considerable time may be spent at a computer work station in the performance of administrative tasks.
- Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

**EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position is considered to be a non-exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_