***Vacancy Announcement***

POSITION: Records Clerk III  
DEPARTMENT: Office of Record Management  
LOCATION: Concho  
ISSUED: June 3, 2019  
CLOSING: Until Filled

GENERAL DESCRIPTION:
The Records Clerk III will be under the direct supervision of the Director of the Department of Records Management and is mandated by the Cheyenne & Arapaho Tribe’s Constitution adopted in 2006. Under this direction, the incumbent will assist the Records Management Office Director in positioning the Tribal Government to comply with requirements of the Freedom of Information Act. The Privacy Act and other Federal, state and Tribal regulations and policies; will assist the planning, organizing, promoting and coordinating strategies and related activities in cooperating with various programs and departments; and performs other work as required.

DESCRIPTION OF DUTIES:
- Assist in processing incoming records shipments transferred branches and departments shipment verification, problem solving, data entry and records placement
- Assist in document destruction and documentation process in accordance with the retention schedule and Records Management Program Policy
- Operates general and specialized equipment, including personal computer, copier, fax machines, scanning equipment, mobile aisle storage systems; and operation material handling equipment.
- Responsible for processing incoming and outgoing records for the Office of Records Management;
- **Primary duties will be scanning and cleaning in coming records**
- Other duties as assigned.

Qualifications:
- High school Diploma or GED certification required. Vocational training and/or college hours in office administration, records management is helpful.
• Knowledge of computer software, experience with database programs, phone and communications skills
• Ability to develop memos, letters, and reports in a professional manner
• Must possess a current and valid Oklahoma Driver’s License and have reliable transportation
• Must be willing to work overtime hours
• MUST BE ABLE TO LIFT 50LBS.
• Must be able to travel to training both in state and out of state
• Must be a team player

**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma  
**Personnel Department**  
P.O. Box 167  
Concho, OK 73022  
Or e-mail: atisdale@c-a-tribes.org  
Office (405) 422-7498  
Fax (405) 422-8222  
Toll Free 1 (800) 247-4612 ext. 27498

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