

## PERSONNEL



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Concho, OK 73022  
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### \*\*\* VACANCY ANNOUNCEMENT\*\*\*

**Position:** Records Clerk I  
**Department:** Records Management  
**Location:** Tribal Administration Building, Concho, Ok  
**Issue Date:** April 29, 2022 **Closing Date:** Until Filled

#### General Description:

The Records Management Clerk I will be under the direct supervision of the Director of the Department of Records and is mandated by the Cheyenne - Arapaho Tribe's Constitution adopted in April 2006. Under this direction, the incumbent will assist the Office of Records Management Director in positioning the Tribal Government to comply with the 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 tribal programs and departments; and performs other work as required.

#### DESCRIPTION OF DUTIES:

- Assists in processing incoming records shipments transferred from branches and departments shipment verification, problem solving, and data entry and records placement.
- Assist in document destruction and documentation processes 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 mail and will be responsible for telephone coverage for the Office of Records Management;
- As Records Clerk for the Records Department will be responsible for boxing, labeling, storing, and inventorying all the records that will be sent to storage center.
- As the Property Custodian of Records is responsible for the all the incoming and outgoing equipment for the Records. Also responsible for labeling all equipment with labels from Property and keeping a ledger of the all equipment.
- Low level of work in Sage Intaact.
- And all 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.
- Must have great phone and communications skill.
- Ability to develop memos, letters, and reports in a professional manner, with attention to detail.
- Must be able to keep cuff accounts.
- Must possess a current and valid Oklahoma Driver's license and have reliable transportation. A MVR driving record will be needed as well.
- Must be willing to work over- time hours.
- Must be able to attend training both in state and out of state.
- **Must be able to lift 50 lbs.**

**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@cheyenneandarapaho-nsn.gov](mailto:atisdale@cheyenneandarapaho-nsn.gov)

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