

**NORTHERN CHEYENNE TRIBE  
HUMAN RESOURCES**

**POSITION:** Document Scanner

**DEPARTMENT:** Human Resources

**ACCOUNTABLE TO:** Human Resources Director

**CLASSIFICATION:** Full-Time, Temporary

**OPENING DATE:** July 28, 2022

**CLOSING DATE:** August 11, 2022 at 4PM

**How To Apply:** Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lama Deer, Mt. 59043

**Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lama Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED**  
**(applicant will be notified of any missing documents)**

**SUMMARY OF WORK:** Position will handle scanning of human resources documents to include digitizing, optical character recognition and conversion to .pdf formats. Maintains the human resources filing system. Performs clerk duties, secretarial, administrative and technical support in the operation of the HR office. Assists with receptionist duties for the HR office.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs duties requiring attention to accuracy, detail, and comfort performing repetitive tasks. The position is responsible for sensitive information and requires adherence to standards of confidentiality. This position requires accurate filing of documents to assure ready access.

**Personal Contacts:** Extensive contact with the public, tribal council and other tribal employees in person and over the phone.

**Supervision Received:** Frequent and immediate supervision received in performance of duties under the direction of the HR Director. General supervision by the HR Office Manager and by designation.

**Supervision Exercised:** None.

**JOB REQUIREMENTS:**

**Knowledge:** Knowledge of digital capture and digitization process. Experience with digital capture devices and scanners. Knowledge of Adobe Acrobat programs and optical character recognition software. Knowledge of records management software and scanning software. This position requires knowledge of office management procedures. Knowledge of maintaining an orderly filing system.

**Skills:** This position requires skills in typing, filing, maintaining records, data entry, use of computers and general office equipment. Position requires advanced skills in computer work, typing, filing, the ability to operate general office equipment, answering the telephone and maintaining telephone logs, translating spoken words to written material, the ability to review written material specifically pertaining to HR matters and the ability to maintain records on the data bank computer and in individual employee files.

**Abilities:** This position requires the ability to conduct research in HR matters, communicate effectively, both orally and in writing; follow verbal and written instructions; ability to deal with stressful situations; complete tasks in a timely manner, maintain confidentiality; organize and plan; deal tactfully with public, council members and other employees; establish effective working relationships with fellow employees, supervisor, council members and the public.

**EDUCATION AND EXPERIENCE:**

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

1. High School diploma or GED
2. Experience in office practices, computers and working with the public preferred
3. Minimum of 6 months to 1 year experience in clerical/secretarial and office management

**JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Organizes digital files
- Routine and other copy jobs as requested
- Assists with orderly flow of administrative work
- Maintains confidentiality of documents

- Demonstrates necessary computer skills
- Demonstrates punctuality, reliability and dependability
- Communicates effectively with the general public, answers telephone, operate printer and fax machine, takes messages
- Performs assigned duties as required
- Establishes and maintains effective working relationships with fellow employees, supervisors, tribal council and the public
- Maintains enrollment filing system and archival system in conjunction with supervisor