

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-068 **Issue Date:** 04-30-14 **Closing Date:** 05-13-14

Data Control Technician
Archives-Records Management
Department of Administration
Hourly Wage: \$11.98/Full-Time/Regular
Location: Wapato, WA

Responsible to receive, review, identify, and oversee incoming and outgoing job assignments in reference to Yakama Nation Records Management. Responsible to participate in establishment, review, and revision of departmental records Management and retention schedules. Will implement and maintain a uniform legal standard of retention; providing guidance and direction to YN programs regarding records management.

Knowledge, Skills and Abilities:

- Knowledge of Yakama Nation Mission Statement and Yakama Nation Archives/Records Management Program Goals and Objectives.
- Knowledge of the principles and practices used in the programming and operation of a Laserfiche document management system, as well as knowledge of technological capabilities and uses of main-frame computers, microcomputers, and related peripheral equipment.
- Knowledge of JD Edwards and principles and practices of accounting and bookkeeping.
- Knowledge of modern secretarial, accounting and records management practices as required by position.
- Ability to perform typing at an acceptable level of proficiency and accuracy and mathematical computations.
- Skill in effective communication and training development of use of Laserfiche Management system, including demonstration of effective oral and written instructions.
- Ability to develop and maintain good employee communication throughout the Yakama Nation Organization.
- Ability to attend required training for certification and documentation of Laserfiche proficiency.
- Ability to work under stress.
- Ability to establish excellent professional and inter-personal relations.
- Ability to establish and maintain effective working relations with other employees, agencies, businesses and general public and maintain professional work ethic at all times.
- Ability to work both independently and in working groups to obtain the optimal level of records management database and maintain on-going services.
- Ability to maintain excellent time and attendance to properly maintain computer and all applications.
- Ability to demonstrate logic and analytical ability to troubleshoot program needs and find solutions to properly record and document updates and services.
- Ability to maintain strict confidentiality of all data.

General Recruiting Indicators:

- Minimum of two years progressively responsible records management experience; experience in data processing functions; and one year experience dealing with work of highly confidential nature; OR substituting, on a month for month basis, successful completion of college level courses, training in main-frame computer programming, or computer science courses for the minimum experience, to a maximum of six months.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Due to nature of work, employee shall sign and adhere to strict standards of professional ethics and protection of confidential information and shall be required to sign a Confidentiality Agreement.