



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

PH (928) 669-1320 • FAX (928) 669-5263

**January 17, 2013**

**#12-13**

### VACANCY ANNOUNCEMENT

**DEPARTMENT:** EDUCATION DEPARTMENT  
**JOB TITLE:** RECORDS MANAGER  
**SUPERVISOR:** EDUCATION DIRECTOR  
**SALARY:** \$10.00 PER HOUR  
**CLOSING DATE:** OPEN UNTIL FILLED

**FUNCTION:** The Records Manager position will create, implement and maintain all records of the Education Department. The Records manager will establish policies and procedures for the implementation and maintenance of all physical and electronic filing systems. This position will also handle and all research, requests for information and any incoming documents, records and correspondence.

#### DUTIES AND RESPONSIBILITIES:

1. Establish a physical and electronic filing system creating classifications and categories based types of records, relevance and other related information in chronological order in a record-keeping system.
2. Establish and implement policies and procedures for all personnel of the department to perform and abide by.
3. Utilize an electronic and manual tracking system to document any and all access, reviews, updates and removal of any records by persons of the department.
4. Ensure authorized access, review, removal and disposal of any records in accordance with established procedures.
5. Retrieve and enter all incoming documents, records and/or correspondence in a Microsoft Excel spreadsheet.
6. Scan and file all incoming information or records in an organized and timely manner.
7. Process requests for information from records in a timely manner.



8. Maintain an orderly and organized work area to prevent damaged and/or lost documents.
9. Assist with special projects and additional duties as assigned by the Director.

**REQUIREMENTS:**

1. High School Diploma or G.E.D. required, two-year college degree preferred.
2. Minimum of two-to-three years of work experience performing duties as a records manager or related duties.
3. Knowledge of records and information management principles and practices.
4. Experience with Microsoft Access database and Microsoft Excel as well as digital imagery and working with related software preferred.
5. Must have good communication skills orally and written and the ability to work with and maintain strict confidentiality.
6. Must be punctual, maintain reliable attendance, possess organizational skills, and be self-motivated.

**APPLY:**

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE DEPARTMENT  
26600 MOHAVE ROAD  
PARKER, ARIZONA 85344**

**Or**

**For Employment Application visit: <http://www.crlt-nsn.gov>**

**INDIAN PREFERENCE:** Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

**C.R.I.T. offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.**