



Poarch Band of Creek Indians

Tribal Government – Job Announcement

5811 Jack Springs Rd. ♦ Atmore, AL 36502

Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov



	Job Announcement: HR2021:20
Position Title: Records Coordinator	Advertising: Tribal-Wide
Immediate Supervisor: Office of Archives and Records Management Director	Department Director: Regulatory Affairs Division Director
Department: Regulatory Affairs	Division: Regulatory Affairs
Employment Status: Non-Exempt	Position Type: Regular Full-Time
Mandatory Reporter: Yes	Background Check Required: Yes (data-sensitive) **
Opening Date: Monday, April 5, 2021	Closing Date: Monday, April 19, 2021 by 5:00 p.m.

Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code/DFWP.

Overall Objectives of Position

The Records Coordinator is responsible for assisting with the maintenance and coordination of all official files and records within the Office of Archives and Records Management. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Records Coordinator is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.

The Records Coordinator is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.

- Primary Responsibilities of the Records Coordinator**
- Assists in coordinating Records Management Program.
 - Employs organizational structure that follows records' original order in processing file folder level arrangement in preserving records.
 - Employs proper records labeling to maintain accurate descriptions of file contents and writes detailed corresponding metadata to document specific provenance of file contents.
 - Researches Creek records in files, databases, archival repositories and on the Internet.
 - Assists in assessing and reporting on the condition and quality of incoming records and FIC (Found In Collections) records; follows proper protocols for archival processing based on assessment reports.
 - Works on archival photographic preservation, classification and filing of archival photographs across collections.
 - Transfers archival data to/from media such as CDs/DVDs/flash drives/external hard drives/SD cards.
 - Makes photographic records of archival data, day-to-day Tribal activities, and special events.
 - Maintains photography equipment for storage and accessibility.
 - Provides clerical and administrative support in the absence of the Administrative Assistant.
 - Employs digitization of archival records and photographs.
 - Employs document cleaning of archival records, including, but not limited to, removing dirt, debris, staples, paperclips, clamps, rust, rolled, creases and folds.
 - Rehouses records in archival grade file folders, sub-file folders, storage boxes and file cabinets in various archival collections.
 - Assists in development, filing, and maintenance of archival indexes.
 - Develops PowerPoint slideshows for records presentations, records storage, demonstrations, and trainings.
 - Follows required work schedules to accommodate staff needs.
 - Assists in documentation and maintenance of inventories, Patron Book, Receiving Logues, freezer/smother treatment Logues, humidity/temperature reports, digitization Logues, and library catalogues across archival collections.
 - Engages in photocopying, transcription, and book-binding of archival records.
 - Assist in maintaining digital data for storage, research, accessibility, and dissemination.
 - Assists with the establishment of safeguards against unauthorized removal or destruction.
 - Disseminates copies of Tribal records to Patrons including interested departments, Tribal entities, General Council, and the general public.
 - Maintains and secures Tribal records.
 - Assists in maintaining internal control over the acquisition of filming/digitizing and file equipment.
 - Performs other duties as assigned by appropriate person.

- Day-to-day Responsibilities**
- Disseminates copies of Tribal records to Patrons including interested departments, Tribal entities, General Council, and the general public.
 - Maintains and secures Tribal records.
 - Assists in exercising internal control over the acquisition of filming/digitizing and file equipment.

- Education/License/Certification and Experience Requirements**
- Must have one of the following:
 - a. Bachelor's Degree, or
 - b. Associate's Degree with two (2) years of employment experience working with records.
 - c. High School Diploma, or equivalent, with four (4) years of employment experience working with records.
 - Employment experience in Records Management preferred.
 - Must possess and maintain First Aid/CPR certification or obtain within (90) days of employment.

- Skills Required**
- Absolute confidentiality.
 - Must be in good physical condition with the ability to sit, stand, walk, kneel, crouch, stoop, squat, and twist for an extended period of time as well as climb, lift, hold, carry, and move objects weighing a minimum of fifty (50) pounds.
 - Must be well organized and possess attention to details.
 - Must be skilled and mature in making valid judgements; must possess demonstrated ability to establish workload priorities and balance diverse projects.
 - Must be able to work well independently and to relate effectively with the public.
 - Must be skilled in the operation of standard office machinery, including, but not limited to, a calculator, photocopier, printer, facsimile, scanner, and other similar equipment.
 - Must have working knowledge of computers with the ability to work in a Windows environment with various software programs such as Word, Excel, PowerPoint, etc. Must successfully pass the required pre-employment computer skills exam.
 - Must possess demonstrated proficiency in English, spelling, punctuation, and writing composition. Must successfully pass applicable knowledge, skills, and abilities exams.

- Additional Requirements**
- Ability to work odd and irregular hours, as needed.
 - Must successfully pass the required criminal and character background check.
 - Ability to travel and participate in required training, leadership development and other events.
 - Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources. Human Resources is located in Building 500. A resume will not be accepted in the place of an application. **Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.** ***Please note ALL individuals selected for employment are required to complete a background investigation. Individuals being placed in positions designed as child-sensitive or data-sensitive must successfully complete a background check prior to employment.*