Job Announcement

Title: Clerical Assistant – Scanning  
Status: Regular full-time (40 hours per week)  
Location: Bemidji, MN  
Pay: $13.32/hour base; full fringe benefits  
Deadline: Open Until Filled

PRIMARY FUNCTION

The office assistant’s primary function is to digitally preserve federal records by scanning and creating an electronic image.

DUTIES AND RESPONSIBILITIES

1. Establish and maintain files and a filing system appropriate for the need of the program for correspondence, records, and materials. Be able to locate filed information.
2. Prepare necessary paperwork and coordination with the American Indian Records Repository.
3. Responsible for organizing scanned documents.
5. Analyze scanned documents for clarity and accuracy.
6. Assist in keeping inventory of hard copy records.
7. Assist staff with sending communication to a variety of outside individuals.
8. Create, maintain, and prepare necessary reports, forms, and records.
9. Responsible for preparing, scanning, and quality checking of documents/images being converted to electronic/digital format.
10. Other duties as assigned by supervisor.

REQUIRED KNOWLEDGE AND EXPERIENCE

1. High School Diploma or GED, experience in scanning, filing, records management preferred.
2. Must have strong communication skills.
3. Initiative to perform duties without direct supervision.
4. Must be highly organized and well versed in various types of filing systems.
5. Ability to use word processing and data processing software required by the programs.
6. Knowledge of Data Privacy requirements and ability to maintain strict confidentiality.
7. Background check required.
PERSONNEL CONTACTS

Contact is made with persons assisting with knowledge of processes and policies to accomplish assigned duties and responsibilities. This includes tribal officials, federal government officials, staff persons, and supervisors.

WORK ENVIRONMENT

The responsibilities of this position are primarily performed in a records management setting located in the Bureau of Indian Affairs- Minnesota Agency in Bemidji, Minnesota.

PHYSICAL REQUIREMENTS

Work performed is primarily standing and some sedentary and does require some movement around the office to fulfill the duties of this position.