



Sioux Valley Dakota Nation
Employment Opportunity
Records Technician
Self Government
Full-time, Permanent

POSITION SUMMARY: Reporting directly to the Early Years Director, this position is full-time Monday to Friday, The School Bus Driver ensures the safe transportation of students to and from school for the Nursery and Aboriginal Head Start programs

DUTIES INCLUDE:

- Assist with proper organization of current paper records - sort, label, and destroy according to retention schedule guidelines. Take special care to scan documents of historical/cultural value and give special storage considerations.
- Maintain an organized inventory of all paper records
- Process incoming records promptly – classify, code, and transfer information files according to established records management life-cycle procedures and schedules
- Operate information retrieval systems to research and extract records according to established guidelines in response to requests
- Maintain access lists for security of classified records
- Assist/train Programs to process their own records
- Audit records or assist an Auditor in doing so
- Compile statistics and reports on activities within the records management program
- Maintain privacy and confidentiality by securing records

QUALIFICATIONS:

- Strong math/analytics
- Experience with Microsoft Office software
- Must be organized and detail oriented
- Strong interpersonal skills
- Ability to work in a timely manner under pressure
- Excellent critical thinking and analytical skills
- Able to operate the appropriate technology, such as a computer and scanner, and digitization software

Competition Number: 2022130

APPLICATION DEADLINE: Open Until Filled

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department
Sioux Valley Dakota Nation
P.O. Box 38
Griswold, Manitoba R0M 0S0
Phone: 204-855-2760 Fax: 204-855-2131
E-mail: hrapplications@svdngovernance.com

We thank all who apply but only those selected for an interview will be contacted.