



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

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**POSITION SUMMARY:** A Records Management Technician, or a Records Management Clerk, manages records by following a set organization and storage system. Their primary tasks include sorting and organizing records, destroying paper and electronic records when necessary, and retrieving relevant records per information requests.

**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.