



## NORTH FORK RANCHERIA OF MONO INDIANS OF CALIFORNIA

### JOB DESCRIPTION

**Job Title:** Records ID Specialist

**Salary Scale:** GS 6-7 \$45,638 - \$65,930 (FN2026)

**Department:** Information Technology (IT)

**Status:** Non-exempt, Hourly Full-Time

**Reports To:** IT Director

**Prepared:** June 2, 2026

#### JOB SUMMARY:

The role of a Records ID Specialist entails maintaining rigorous controls over the organization of documents across SharePoint, websites, and physical records. With a focus on precision, they categorize, file, and navigate document retrieval using North Fork Rancheria's document management system. Serving as custodians of both tangible and digital information, they prioritize the essential task of orderly recording and preservation. Their responsibilities encompass overseeing document archives, retrievals, updates, and even potential destruction, meticulously documenting and logging each action. This multifaceted role coordinates records, guaranteeing accessibility, integrity, and adherence to organizational protocols.

This position includes creation of Employee, Tribal and Enhanced Tribal ID cards. This skilled position determines the eligibility of Tribal Citizens applying for an Enhanced Tribal Card (ETC), produces ETCs, and resolves issues within the ID card system.

#### RESPONSIBILITIES:

- Scan and organize various documents, including client files, historical documents, meeting minutes and other organizational records.
- Regularly update website records to ensure continuity of information and maintain strict controls over website records to ensure integrity of the data.
- Manage both digital and physical files in compliance with North Fork Rancheria (NFR) records management policies and guidelines.
- Implement stringent measures to safeguard sensitive information and maintain a systematic arrangement for swift accessibility.
- Meticulously checks documents for accuracy within the records management system.
- Facilitate efficient document retrieval and updates, ensuring that authorized personnel and tribal citizens can access accurate information promptly.
- Performs records preservation duties and assists tribal members in preserving their historical records by employing digitization, document replication and storing original documents in a central archive.
- Maintain a comprehensive log of document archives, retrievals, and updates to establish a comprehensive record trail.
- Assume responsibility for overseeing the potential destruction of documents, adhering closely to established guidelines.
- Participate in process improvement initiatives, exploring innovative approaches to enhance

document management practices, accessibility, and overall efficiency.

- Uphold strict adherence to organizational protocols, ensuring that records management aligns seamlessly with the broader objectives and values of NFR.
- Collect confidential Personal Identifiable Information (PII) through mail correspondence, in-person interviews and electronic communication
- Input PII data into a secure database
- Uphold a high level of security, discretion and accountability at all times
- Coordinate with Customs and Border Protection when necessary
- Detect fraud and falsified documents
- Determine eligibility of ETC applicants
- Operate a DSLR camera to capture high quality photos
- Produce physical ETC's using a sophisticated laser printer/engraver
- Issue ETC's through mail correspondence
- Other duties as assigned

## **REQUIREMENTS:**

- Must have a high aptitude for learning.
- Excellent oral and written communication skills.
- Proficiency in accurate record-keeping and attention to detail to ensure that documents are correctly scanned, archived, properly filed and maintained.
- Scanning and digitization – Records Specialists should have some experience scanning and digitizing a variety of documents, images, and other materials, including converting document types and assigning file names and numbers.
- Time management skills – to work with individuals from many departments on a variety of tasks.
- Typing and word processing – fast and accurate typing is vital, as document clerks prepare materials for internal use according to *Records Management Program Policies & Procedures*.
- Document security – to follow best practices for document and file security for both paper and digital documents.
- Communication skills – to communicate across departments, providing information and preparing documents accurately.

## **EDUCATION AND EXPERIENCE**

Completion of two years (60 semester units) of an accredited college curriculum in data processing, computer science or related field and a minimum of two (2) years of experience in network and/or automated office systems installation, troubleshooting and upkeep, preferably in a multi-site environment.

Experience with document management, databases, crystal reports, website content, forms and technical writing a plus.

## **ENVIRONMENTAL CONDITIONS AND PHYSICAL REQUIREMENTS**

Work is primarily sedentary and is generally performed in an environmentally controlled office setting. Requires standing, walking, climbing stairs, and manual dexterity. Make extensive use of standard office equipment including computer keyboards and monitors; telephones and copiers. Occasionally requires lifting and carrying materials weighing twenty-five or more pounds.

NFR complies with the Indian Preference Act. Preference in hiring is given to qualified Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Subject to, but not in derivation of the Act, we are an equal opportunity employer.

**Approvals:**

Signature: \_\_\_\_\_ Title: Tribal Council Chairperson

Date Approved: \_\_\_\_\_