

Northern Ponca Housing Authority

Providing Homes, Creating Communities, Changing Lives



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| Position Title: | Records Management Assistant |
| Department: | Administration |
| Reports To: | Departmental Manager |
| Classification: | Part-time, Temporary |
| Status: | Non-exempt |
| Salary Range: | \$10.00 hourly |
| Location: | Norfolk, NE |
| Hours of Work: | Monday through Friday, 30 hours a week, variations in days and time as needed |
| Approval Date: | 8/13/16 |

Essential Responsibilities and Duties:

1. Scan paper documents into an electronic filing program.
2. Data entry.
3. File paper documents into filing cabinets.
4. Organizing documents to include alphabetizing, rearranging, and sorting.
5. Other duties as assigned.

Relationship and Authority

No supervisory responsibilities.

Requirements and Qualifications:

- Strong written and oral skills.
- Basic computer skills in MS Word, Excel, Outlook.
- Must have excellent organizational skills
- Critical thinker and able to multitask.

Physical Requirements/Working conditions:

1. 100% business office, occasional lifting up to 30 lbs., and sitting for the duration of work hours.
2. Business office environment, goal orientated.
3. Highly confidential.

NPHA Requirements:

1. Ability to follow policies and procedures, such as personnel, safety, housing, maintenance, etc.
2. Ability to establish and maintain effective relationships with NPHA staff.
3. Ability to understand and relate to Native American traditions, customs, and socioeconomic conditions.
4. Works as a team to develop a "best practice" approach in housing functions.
5. Must be able to work with little or no supervision.
6. Comply with drug and alcohol free workplace policies.
7. Successful completion of background screens.
8. Applicants need to be a minimum of 19 years old.

IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES.

Employee Name Signature Date

Supervisor Name Signature Date