

**BRISTOL BAY NATIVE ASSOCIATION
POSITION DESCRIPTION**

POSITION TITLE: Administrative Assistant/Document Scanner

Classification: Temporary (9 weeks – June 1 to August 4)

OBJECTIVE: This position will transfer paper documents to electronic files. Scanning and filing will be under the supervision of the Administrative Division Manager.

QUALIFICATIONS:

Job qualifications are stated below as Essential Job Results. The Essential Job Results are what the employee must be able to accomplish in order to be competent in the job.

Job knowledge / documentation required.

Ability to operate a Windows based computer and scanner and work proficiently in Word. Organizational, writing and reading skills. Must be able to learn and follow a complex filing system. Experience handling confidential documents and understanding related responsibilities. Attention to detail is very important. Occasional moderate lifting of stored records, not weighing more than 50lbs. Familiarity with the Bristol Bay area, people and cultures and land use patterns is desirable.

ESSENTIAL JOB RESULTS

Achieve Program goals / objectives

by

- Learning the file storage system for a large variety of documents.
- Scanning, applying established reference titles, and saving to applicable files. Keeping accurate records on which documents were scanned.
- Placing notice cards in folders that list which documents have been scanned.
- Organizing folders for long-term storage.
- Updating as necessary.
- Answering a busy multi-line phone system and forwarding requests to appropriate department/personnel or taking messages as necessary.
- Welcoming public, visitors and clients and notifying appropriate personnel to assist.

Keeps Management Informed

by

- Working closely with supervisor to update on progress or needs.

Protect program integrity and client privacy

by

- Agreeing to BBNA's policy on confidentiality, keeping confidential information gained through employment secure, during and after this employment.

Contribute to the overall team effort

by

- Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.

DUTY STATION: Dillingham Central Office

SALARY: \$15.00

REPORTS TO: Administrative Division Manager

DUTY STATION: Dillingham, Alaska

Employee Acknowledgment

Date

Supervisor

Date

HR Director

Date