

SUMMIT LAKE PAIUTE TRIBE
Primary Administrative Office
2255 Green Vista Dr. Ste. 402 - Sparks, NV 89431
(775) 827-9670 Fax (775) 827-9678

**SCANNING TECHNICIAN
JOB ANNOUNCEMENT**

Position Title: Scanning Technician **Rate of Pay:** \$12.00 an hour
Benefits: Paid Holidays/Sick Leave after 30 days **Funding Program:** CTGP
Opening Date: August 29, 2022 **Closing Date:** Tribal Preference: Sept. 12, '22
Duration of Employment: Temporary, Part to Full Time (flexible) **Positions:** 1 Position

ABOUT THE TRIBE: The Summit Lake Paiute Tribe (SLPT) is a federally-recognized Tribe. SLPT's primary administrative office is in Sparks, Nevada.

JOB SUMMARY: The Scanning Technician will provide clerical support to the Finance Department and Council by scanning and labeling tribal documents to be archived.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Selected documents will be scanned to a hard drive that will be backed up by the server.
2. Scanned documents will be labeled with the name of the Agency or business. For example: DOI, BIA; BLM – Applegate; NAS Fallon; NAIHC; Governor Sandoval, etc.
3. One person can use the scanner while the other is titling each document with the identity of the sender then transferring the documents to folders labeled by business or federal agency.
4. Labeled documents will be moved to the hard drive and placed in the business or Federal Agency, (ie: Bureau of Indian Affairs – Phoenix or Bureau of Indian Affairs – Carson City; BLM – Applegate; Naval Air Station-Fallon; Dept. of Navy, etc.).
5. Labeled Agency/Business folders will have a year designation for easier retrieval of archived documents. Place the document in the appropriate year which will be determined by the date on the letter or date stamp when received.
6. Back up will be performed at end of each workday.

MINIMUM QUALIFICATIONS:

Must be computer literate and proficient with Microsoft Office and basic Typing Skills
Basic Reading, Writing, Grammar skills
Strong organization skills, attention to detail and time management
Must be physically fit and capable of lifting and moving 35-pound box of files
Name not included on Federal Excluded Parties List System <http://www.sam.gov>

TRIBAL MEMBERS AND INDIAN PREFERENCE: The Summit Lake Paiute Tribe is a Tribal member and Indian preference employer, in accordance with Section 7(b) (c) of Public Law 93-638, the Indian Self-Determination Act. However, in all other instances the Tribe complies with Title VII of the Civil Rights Act of 1964 and does not discriminate on the basis of age, race, creed, sex, sexual orientation, religion or national origin.