



## EMPLOYMENT OPPORTUNITIES

**Job Title: Records Specialist**

**Closing Date: 10/14/2025**

***DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.***

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Job Number: 26-009

Job Type: Full-Time Regular

Department: Tribal Social Services

City: Sacaton, AZ

Location: 531 W. B Street

Area of Interest: Administrative Support

Salary Type: Base Pay

Salary/ Hourly Rate: \$17.15 - \$24.95

Tribal Driving Permit Required: Yes

**\*\*OPEN TO COMMUNITY MEMBERS ONLY\*\***

### DISTINGUISHING FEATURES OF THE CLASS:

The Records Specialist performs daily activities of providing automated computer system support to facilitate routine and non-routine work relating to clerical, records management, bookkeeping, and operating budget documentation.

### ESSENTIAL FUNCTIONS:

- Work in a professional association with the Director, Administrative Assistant and other employees in performance of administrative tasks.
- Perform system administration tasks on office hardware-software network system; updating application software, routine backups, system memory management, organizing/updating main data files, file management, modifying operating environment as necessary.
- Provide computer training and assistance to the office personnel, and perform routine and non-routine maintenance on computer system network.
- Coordinate filing; file maintenance, distribute (as directed) and organize printed reports and other related records in appropriate computer database.
- Assist in establishment and maintenance of filing system for all office-correspondence, requisitions, purchase orders, and financial reports, etc.; coordinate with other staff for all paperwork necessary for position changes and travel.
- Assist in maintenance on up-to-date records on program property; requisition and distribute office supplies, assist and coordinate verification and submission of time sheets.
- Assist in preparation of requisition requests and purchase orders/vouchers for billing and maintain records of all program expenses incurred.
- Thoroughly understand computer hardware and software used by the department; troubleshoot computer problems; provide assistance in entering data into appropriate database; assist in retrieving chart information and filing records as necessary.
- Perform other related duties as assigned.

#### REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Working knowledge and skill in office practices, procedures and equipment, including computers.
- Knowledge and skill in use of computer software applications (i.e., Word, Excel, ID point database program, Maxxess Security and Badging hardware/software, etc.).
- Skill in written communications to prepare required reports.
- Ability to communicate effectively verbally and in writing.
- Ability to maintain accurate records and prepare reports.
- Ability to create an efficient and organized atmosphere.
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the general public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

#### REQUIRED EXPERIENCE AND TRAINING:

High School diploma or GED and a minimum of two (2) years experience in records management or clerical work.

#### ADDITIONAL REQUIREMENTS:

- Required to pass a background check and fingerprint clearance as a condition of employment and must continue to maintain throughout duration of employment. Background checks are required for positions that involve regular contact with or control over Community Children in accordance with *The Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Sections 3201 through 3210 and C.F.R. Part 63* and positions that have regular contact with the Elderly.
- Required to obtain a Tribal Operator's permit. Valid state driver's license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.**

Non-Supervisory, Hourly Position  
Reports to Director or designee

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#### BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

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Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

**If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.**

Preference for Community Members (with proof of enrollment)  
Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)  
Preference point for Spouse of Community Member (with proof of spouse enrollment)  
Preference point for Veteran (must meet statutory requirements)

**HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.**

Visit our GRIC website and apply online: **[www.gilariver.org](http://www.gilariver.org)**