



Santa Clara Pueblo Housing Authority

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JOB ANNOUNCEMENT

POSITION TITLE: Digital Document Transfer
SALARY RANGE: DOE
REPORTS TO: Executive Director
CLASSIFICATION: **CONTRACT BASIS**
DEADLINE: April 16, 2021

APPLICATIONS ARE AVAILABLE AT SCPHA OFFICES DURING NORMAL BUSINESS HOURS OR ON OUR WEBSITE.

Summary & Scope of Position:

Performs scanning Strategic (Digital Document Transfer) services for SCPHA.

- Prepare Conveyance Documents for scanning process.
- Convert necessary documents into digital copies and ensure quality of digital copies are comprehensible.
- Maintain organization of scanned documents by project number and name.

Primary Responsibilities: (Full description will be provided at time of interview)

Requirements and Qualifications:

- Must be able to work with limited supervision and be task oriented.
- Must have Knowledge of office equipment, including but not limited to computers and scanning equipment, computer software, and preparation of records and reports.
- Working knowledge of the public sector and the role and functions of the Housing Authority in the community; community resources.
- Must establish and maintain a positive working relationship with SCPHA Staff.
- Time management skills and demonstrated ability to prioritize and multi-task activities.
- Must be sensitive to the American Indian traditions, customs and socioeconomic conditions.
- Preferred Santa Clara Pueblo enrolled, Affiliate or other native.
- Must possess a valid New Mexico class 5 or D Driver's License.
- Must be able to successfully pass a pre-employment drug test and background check.

Working Conditions:

Work is performed in an office setting, walking, and lifting regularly is required. May be subject to CRT and VDT exposure.

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