KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

2026 TRIBAL COUNCIL

EVERETT EKDAHL, JR., President
TONY LOONSFOOT, Vice President
ELIZABETH "LIZ" JULIO, Secretary
TONI J. MINTON, Assistant Secretary
DALE F. GOODREAU, Treasurer

THEODORE "AUSTIN" AYRES
DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
SUE ELLEN "SUZIE" ELMBLAD
RODNEY LOONSFOOT
SAM LOONSFOOT
MATHEW SHALIFOE, JR.

LEAD SCANNING & DATA ENTRY TECHNICIAN

One (1) full-time, Grant funded Non-exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Current Resume'
- ☐ Cover Letter
- ☐ Minimum of three (3) professional Letters of Recommendation
- ☐ High School Diploma or College Transcripts
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of direct descent
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4175 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

The Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

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POSITION DESCRIPTION

POSITION: **Lead Scanning & Data Entry Technician**
Full-time, Grant funded Non-exempt position

LOCATION: KBIC Tribal Court
427 N. Superior Ave.
Baraga, MI 49908

SUPERVISORY CONTROL: Chief Judge

SALARY: Grade 6 (minimum starting wage = $18.40/hour)

SUMMARY:
The Lead Scanning & Data Entry Technician is a professional who is responsible for converting the historical paper-based documentation of the Court into a digital format, who will also enter data from the historical paper-based documentation into a software program. The Lead Scanning & Data Entry Technician will take the lead on and manage all scanning and data entry projects, in addition to regular scanning and data entry duties, and will supervise the other Scanning & Data Entry Technician. Work hours will be from 8 a.m. to 4:30 p.m., with breaks and ½ hour lunch.

QUALIFICATIONS:

- Associate's Degree in Business with related coursework.

OR

High School Diploma or GED and a minimum of (2) years combined higher education and full-time work experience with related work in an administrative setting.

- Must have a minimum of one (1) year of demonstrated work experience in an office setting.
- Must be 18 years of age or older.
- Must have at least one (1) year of supervisory experience.
- Previous record-keeping experience preferred.
- Must be able to efficiently type and file, and must be able to pass clerical testing with a 70% or higher.

- Must be able to take direction and work independently.
- Must be detailed-oriented and possess excellent analytical and organizational skills.
- Must possess strong time management skills and be able to work efficiently and prioritize tasks.
- Must be able to accurately and manually transfer documents, data, and other information from paper files and general digital files into the document management system utilized by the Tribal Court.
- Must possess a strong understanding of computer systems and word processing skills.
- Must be able to operate specialized office equipment such as scanners, optical character recognition machines, and software to complete tasks.
- Must be willing to be trained on data entry and the document management system utilized by the Tribal Court.
- Must possess excellent written and verbal communication skills, and have the ability to work effectively with people.
- Must have a professional appearance and possess a professional demeanor.
- Must have the ability to maintain strict confidentiality.
- Must be able to lift 50 lb. file boxes.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE: Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE: Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Works cooperatively with the Court staff.
2. Analyze all historical court case file boxes and paper-based documents for the archiving process.
3. Create and maintain an accurate list of the individual historical court case files.
4. Organize all historical court case file boxes and paper-based documents for scanning into the document management system utilized by the Tribal Court.
5. Prepare all historical court case files and paper-based documents for scanning.
6. Operate scanning and imaging equipment to scan historical court case files and paper-based documents into the document management system of the Tribal Court at prescribed intervals.

7. Review the scanned historical court case files and paper-based documents for clarity, completeness, and accuracy to ensure the quality of the scan and that all metadata is captured accurately.
8. Properly and accurately categorize and file each historical court case file and paper-based documents in the document management system.
9. Accurately enter data into the document management system utilized by the Tribal Court when necessary.
10. Verify the accuracy of each completed data file in the document management system for each scanned or data-entered historical court case file against the paper-based court case file.
11. Submit a request to the Court Clerk for each individual historical court case file created in the document management system to be Certified on the accuracy of the historical court case data file.
12. Ensures that the paper-based historical court case files are secured to protect the record and confidentiality of certain file types.
13. Properly dispose of all historical court case files and paper-based documents, at prescribed intervals by utilizing a Level 4 shredder.
14. Prepare and submit a monthly activity report to the Chief Judge.
15. Maintains the equipment and office supplies utilized.
16. Maintain a professional demeanor in all aspects of their job.
17. Maintain strict confidentiality and sign a confidentiality agreement.
18. As needed may answer telephone calls and direct calls to appropriate individuals.
19. Other duties as assigned by the Chief Judge.

This position announcement summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct, and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

Distribution Date: November 24, 2026

Closing Date: December 10, 2026 at 4:00 pm

Debra L Picciano 11/24/26
TERO APPROVED Date