

**NORTHERN CHEYENNE TRIBE
NORTHERN CHEYENNE INVESTIGATIVE SERVICES
*JOB ADVERTISEMENT***

POSITION: Data Entry Clerk

PAY: \$15.00 per hour

DEPARTMENT: Northern Cheyenne Investigative Services (NCIS)

ACCOUNTABLE TO: Director, NCIS

OPENING DATE: January 12, 2022

CLOSING DATE: January 26, 2022 @ 4pm

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and certified college transcripts to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email of fax.

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
(applicant will be notified of any missing documents)**

SUMMARY OF WORK: The incumbent serves as a Data Entry Clerk and is responsible for the processing, entering and disposition of all data collected as required by the Indian Highway Safety Program Grant Agreement. The incumbent provides services in a manner that promotes a positive image on the law enforcement profession, the police department and the Northern Cheyenne Tribe.

DUTIES AND RESPONSIBILITIES:

1. Read and understand the Indian Highway Safety Program Grant Agreement to ensure compliance with rules and regulations.
2. Read and understand performance measures and reporting requirements of the Indian Highway Safety Program Grant Agreement.
3. Ensures all Grant Agreement reporting requirements are completed in a timely manner and within established Grant Agreement guidelines.
4. Maintains and compiles data records, daily log sheets, and daily reporting of all highway traffic data. Ensures the staff of the Indian Highway Safety Program Grant are meeting all data reporting requirements.
5. Required to operate a computer for the query of and data entry into a variety of local, statewide, and national databases.
6. Responsible to share highway traffic data with and obtain highway traffic data from both the Department of Transportation and the Montana Highway Patrol.
7. Acts as the timekeeper and maintains all timesheets for staff of the Indian Highway Safety Program Grant. Ensures all hours worked by the staff of Indian Highway Safety Program Grant are recorded accurately.

8. Prepare and submit for approval all travel and training documents for staff of the Indian Highway Safety Program Grant. Ensures all Trip Reports are submitted timely.
9. Prepares and submits for approval all Purchase Requests for supplies and equipment for the Indian Highway Safety Program Grant.
10. Maintains Inventory of all equipment purchased for the Indian Highway Safety Program Grant and submits reports as required.
11. Prioritizes work to meet deadlines.
12. Adheres to confidentiality of information.
13. Follows policies and procedures of the Northern Cheyenne Tribe.
14. Maintains a good rapport with employees at all levels within the Northern Cheyenne Tribe as well as staff at the Bureau of Indian Affairs, Department of Transportation, and Montana Highway Patrol.
15. Performs other duties in support of the Northern Cheyenne Tribal traffic safety project as assigned or required

SUPERVISION RECEIVED: Supervision is provided by the Director, NCIS.

PERSONAL CONTACTS: Contacts are with Federal and State law enforcement personnel, Department of Transportation, Montana Highway Patrol, Northern Cheyenne Tribal departments/agencies, the Northern Cheyenne Tribal Council, and the general public.

PHYSICAL EFFORT & ENVIROMENTAL FACTORS: The work is performed in a standard office environment and requires intermittent sitting, standing, walking, bending, stooping, reaching, pulling, or carrying light objects (less than 15 pounds) such as files. There is occasional lifting and carrying of such items as record boxes, paper boxes, and bulk files (under 45 pounds). The work may extend beyond the normal eight (8) hour daily schedule.

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or GED.
2. Must have at least one (1) year of general experience as a clerk or other office work that indicates the ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.
3. Must have excellent oral and written communication skills.

NECESSARY SPECIAL REQUIREMENTS:

- Required to sign a code of conduct and understand sanctions for misconduct.
- Required to pass a pre-employment drug test.