

**Northern Cheyenne**  
**Tribal Education Department**

**Position:** Data Entry Clerk

**Department:** Northern Cheyenne Tribal Education Department

**Accountable:** Tribal Education Director

**Salary:** \$14.00

**Open:** December 28, 2023

**Closes:** January 17, 2023 @4:00 PM

**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 Indian preference), DD214 (if claiming Veteran's preference), copies of credentials or certified copy of transcripts to: Northern Cheyenne Tribe, Attn: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, MT. 59043

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED**

**SUMMARY OF WORK:** The position requires the individual to enter data into the Resource Management System on a daily basis. They will utilize the software to enter all the records identified for the tracking of students in the system. The individual will produce information for the program staff to review on the students registered in the system. Be responsible for the maintenance and upkeep of the equipment.

**JOB CHARACTERISTICS:**

- **Nature of work:** Tedious work which requires time and accuracy. Position works with sensitive information and adherence to confidentiality is required.
- **Person Contacts:** Contact