



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
[karenj@spiritlakenation.com](mailto:karenj@spiritlakenation.com)

<b>Job Title:</b>	Data Entry Clerk	<b>Open Date:</b>	January 15, 2020
<b>Program:</b>	BIA Indian Highway Safety Program	<b>Close Date:</b>	January 29, 2020

**Position Objective:** This position is responsible for performing data entry for the BIA Indian Highway Safety Program in all traffic safety data reports, incidents, expenditures, personnel recording of hours and activities; and responsible for submitting all forms to BIA Indian Highway Safety Program. Manages and processes all records, sorting, filing, routing, data entry, and coordination of reports and records.

#### Major Duties & Responsibilities

- Responsible for verifying and entering all data relating to traffic safety citations.
- Responsible for developing system of data: prepares, compiles, and sorts documents for data entry.
- Responsible for creating monthly reports.
- Maintains a filing system and protects confidential information.
- Uses basic office equipment.
- Answers telephone calls, takes messages.
- Type, format, or edit routine memos or other reports.
- Copy, file and update paper and electronic documents.
- Other duties as assigned.

#### Qualifications, experience, and education required:

- Ability to relate to people in the community.
- Ability to function independently and effectively work with co-workers.
- Maintain confidentiality in regard to client information and records.
- Must have technical knowledge of computers and office equipment in order to enter data into tribal traffic safety database.
- Must have strong typing skills.
- Must have strong organizational skills.
- Preference will be given to applicants with experience in data entry and who possess strong typing skills.
- No felony convictions. Must be able to pass background check.
- Must be dependable in following directives as well as being punctual.
- Must possess and maintain a current, active and unrestricted ND Drivers License through course of employment, insurable under SLT driving policy.

- Must maintain confidentiality.

<b>Job Role:</b>	Data Entry	<b>Department</b>	BIA Law Enforcement
<b>Status</b>	Full-time Two year grant	<b>Supervision</b>	BIA Law Enforcement
<b>Hourly Salary Range:</b>	\$33,280	<b>Manages Others:</b>	NO
<b>Number of Vacancies:</b>	One (1)	<b>Classification: Exempt/Non-exempt</b>	Non-Exempt

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:ndemarce@spiritlakenation.com">ndemarce@spiritlakenation.com</a> or <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272

**Application Procedure**

Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.