



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
slthr@spiritlakenation.com

Job Title:	Data Entry Clerk	Open Date:	March 9, 2018
-------------------	-------------------------	-------------------	----------------------

Position Objective:

Major Duties & Responsibilities

- Responsible for entering all data relating to incoming or newly filed cases.
- Responsible for entering data from the closed case files in the hard files at the Tribal Court.
- Must be willing to be cross trained in other divisions of the Tribal Court.
- Other duties assigned.

Qualifications, Experience and education required:

- Must have a high school diploma or GED.
- 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 court 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 a Tribal, State and Federal background check.
- Must be dependable in following directives as well as being punctual.

Job Role:	Data Entry Clerk	Company Industry:	Spirit Lake Tribe Tribal Court
Exempt/Non-exempt		Closing Date:	March 23, 2018
Employment Status:	Full- time	Supervision	Judicial Administrator
Monthly Salary Range:	\$13.00	Manages Others:	No
Number of Vacancies:	One	Classification: Exempt/Non-exempt	

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	slthr@spiritlakenation.com
--------------	---------------------------------	---------------	----------------------------

Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272
Application Procedure			
	<p>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.</p>		