



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

<b>Job Title:</b>	<b>Data Entry Clerk</b>	<b>Open Date:</b>	<b>November 14, 2017</b>
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**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.

<b>Job Role:</b>	Data Entry Clerk	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Exempt/Non-exempt</b>		<b>Closing Date:</b>	<b>November 28, 2017</b>
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Judicial Administrator
<b>Monthly Salary Range:</b>	\$13.00/hour	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	One	<b>Classification: Exempt/Non-exempt</b>	

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	slthr@spiritlakenation.com
<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>	701-766-1203 or 701-766-1215	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>			
	<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>		