



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

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|-------------------|-----------------------------------|--------------------|-------------------|
| Job Title: | Office Assistant/Data Entry Clerk | Open Date: | February 10, 2020 |
| Program: | Tribal Court | Close Date: | February 28, 2020 |

Position Objective: This position entails performing data entry for all court files and records in juvenile, civil, criminal and Traditional Court. Assisting with Traditional Court functions as needed.

Major Duties & Responsibilities

- Responsible for entering all data relating to incoming or newly filed cases.
- Responsible for entering data from the closed case hard files into the new case management system.
- Responsible for creating monthly reports per request of the supervisor.
- 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 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 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.

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| Job Role: | Office Assistant/Data Entry Clerk | Company Industry: | Spirit Lake Tribe |
| Employment Status: | Full- time | Supervision | |
| Monthly Salary Range: | \$16 hourly | Manages Others: | no |

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| Number of Vacancies: | | Classification: Exempt/Non-exempt | |
| Please Send Application to: | | | |
| Name: | Spirit Lake Human Resource Dept | Email: | ndemarce@spiritlakenation.com |
| Address: | P.O. Box 97 | State | North Dakota |
| City: | Fort Totten, North Dakota | Zip/Postal Code: | 58335 |
| Phone: | 701-381-0204 or 701-381-0361 | Fax: | 701-766-1272 |
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| 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. | | |