

CHEYENNE RIVER SIOUX TRIBE
PLANNING PROGRAM
DATA TECHNICIAN

DESCRIPTION OF WORK

General Statement of Duties: Assist in performing a variety of planning and development functions and assist in the day-to-day operations, support and research for the Planning Office. Will assist in conducting studies on feasibility, cost-effectiveness, and regulatory conformance of proposals for special projects or ongoing programs. Assist in conducting statistical analysis of reservation demographics and other socio-economic information beneficial to the reservation. Will perform a range of general clerical, accounting and bookkeeping support functions. Provide ongoing support and assistance to staff. Perform on data conversion projects requiring advanced data input accuracy. Assist in ensuring adherence to quality control standards for data management systems. Will assist in the maintenance of hardware and project-related data conversion software on a virtual private network.

Supervision Received: Will be under the immediate supervision of the Planning Director.

Supervision Exercised: None

EXAMPLE OF DUTIES (Duties will include but are not limited to the following):

Provide support to project team with data (collection, processing, quality control, storage, sharing, etc.), grants (search, development, writing, submission, etc.), planning, and economic development (training, education, etc.).

Assist with developing survey methodologies, instruments, and implements to obtain demographic information from the people and resources of the Cheyenne River Indian Reservation.

Assist in the design of questionnaires and other survey methodologies.

Networks with all entities generating survey and research data.

Assist in research projects and in the analysis of data to prepare reports and documents, and organizes data collection of demographics reflecting the Cheyenne River Indian Reservation and its resources

Obtain consent documents from the subjects on whom the research is conducted or the guardians of those subjects.

Assist with Data Researches; provide specialized expertise in data capture, clean-up, enhancement, migration, extraction, transformation, loading and validation of source data onto an SQL Server. Assist in developing, testing and implementing data conversion specifications per project requirements while ensuring adherence to data integrity and security standards.

Assist with developing and implementing a consistent survey reporting system for tribal administration and other entities studying and surveying the economic characteristics of the Cheyenne River Indian Reservation. Assist in providing analytic reports of research and data gathered. Assist with follow-up that is required after each survey.

Liaise with internal staff at all levels.

General clerical duties including copying, fax, mail correspondence.

Respond to requests for information and access relevant files.

Comply with data integrity and security policies.

Assist in the preparation and modification of documents including correspondence, reports, drafts, memos and emails.

Assist in preparation of presentations and other project related topics.

Crosstrain in other areas of the department as directed. May be required to perform the duties of other positions within the department as delegated.

Other job-related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities:

Communication skills; Proficient written and verbal skills; follow verbal and written communications and effectively communicate with co-workers and the general public.

Technical Language Communication: Accurate usage and ability to read and interpret technical documentation for Microsoft Windows10, Microsoft Office Suite®, Adobe Professional, ABBY-FineReader, analytic applications, VPN services, hardware maintenance manuals, and data management procedural manuals.

Flexibility; Adaptability; Ability to work under pressure; Attention to detail and accuracy; Attendance/Punctuality. Customer service orientation; Teamwork. Must have the ability to perform in a group setting, be task oriented, follows policies and procedures.

Data collection: Accurate keyboard skills, Comprehensive knowledge of the Microsoft Windows 10 environment, Microsoft Office Professional, ABBY-FineReader, Adobe Professional and other related data conversion software applications as required. Proficiency with database application fundamentals.

Ability to apply concepts of basic accounting.

Knowledge of operation of standard office equipment; Knowledge of standard office administrative practices and procedures;

Knowledge of clerical and administrative procedures and systems such as filing and record keeping;

Knowledge of principles and practices of basic office management.

Education: High School Diploma or GED required. Associate Degree in Business Administration, Business Management, Economics or related field preferred.

Experience: Minimum four years' experience in a similar role, including proven experience with data conversion projects. Resume and college transcripts required.

Special Requirements: Incumbent is subject to CRST Drug and Alcohol Testing Policy, incumbent is also subject to Tribal/Local, Federal, and State background checks. Must never have been convicted of a felony. Must sign and adhere to code of conduct. Must have Driver's License or be able to obtain one. Must be 21 years of age or older. Must be in sound physical condition. Occasional overnight travel within state and out of state may be a requirement.

Revised: 08/07/2023-clb

Approved: 08/10/2023