

CHEYENNE RIVER SIOUX TRIBE
INDIAN HIGHWAY SAFETY PROGRAM
INDIAN HIGHWAY SAFETY SPECIALIST

DESCRIPTION OF WORK

General Statement of Duties:

Will create and present school, tribal, and community presentations, assist the HSO's in observational Seatbelt surveys, responsible for planning, scheduling, and advertising public and community events on traffic safety awareness. This position is responsible for maintaining a flex schedule to ensure that during mobilizations, data is collected and prepared for input and analysis. Responsible for contacting schools, officials, communities and setting up schedules for presentations, health fairs, and community awareness. Must be able to give presentations and speak publicly.

Supervision Received:

This position is under the direct supervision of the Chief of Police and general supervision of the Indian Highway Safety Coordinator.

EXAMPLE OF DUTIES:

Will have access to the law enforcement reporting database for statistical purposes.

Type, proofread and process a variety of statistical charts and graphs.

Utilize computers and computer software to perform and complete tasks in Microsoft Office, Excel, Outlook, PowerPoint, Publisher, TRACs, Eforce and Central Square software modules.

Enter all traffic citation data, crash data, and DWI/DUI data into a database to track and analyze.

Collaborate with tribal entities on traffic safety issues.

Will create presentations for HSO's to present at school, tribal and community events.

Conduct community awareness and give presentations on Highway Safety topics and issues.

Provide education and outreach to communities through presentations and awareness.

Coordinates with the GIS Specialist on location and conditions of crash sites and DWI/DUI arrest sites to pinpoint problem areas.

Will work closely with the Chief of Police, Project Coordinator, and Highway Safety Officers.

Will perform related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities:

Must have knowledge and experience working in statistical databases. Must have excellent computer and electronic skills. Physically capable of handling job requirements, working outdoors in inclement weather. Will review and fully understand the Cheyenne River Sioux Tribe Traffic Ordinance and all Federal and State requirements regarding traffic violations and crash data input. Adheres to the confidentiality of information, follows CRST Policies & Procedures, and abides by all the requirements

of the BIA IHSP Agreement. Must have the ability to communicate concisely and clearly both orally and in writing. Must have the ability of extracting, compiling raw data for purposes of obtaining constructive information that can be applied to formulating conclusions, predicting outcomes, or supporting decisions. Have basic mathematical skills. Ability to work independently without constant supervision and able to make decisions using good judgment.

Education:

High School Diploma or GED equivalent. Associate degree preferred.

Experience:

Four (4) years of work-related experience required.

Special Requirements:

Must have a valid SD drivers license, and physical examination (Must be able to lift 50 lbs.) (must attach documents). Must be twenty-one (21) years of age. Must have no felony convictions in lifetime and no misdemeanors in the past year. Never been convicted of domestic violence. Incumbents must comply with CRST Drug Free and Alcohol Policy and submit to random drug testing. Must pass a background investigation and be properly adjudicated in accordance with 25 CFR.

Created Date: 11.03.2023