

CHEYENNE RIVER SIOUX TRIBE
TRIBAL SECRETARY'S OFFICE
SCANNER/RESEARCH CLERK

DESCRIPTION OF WORK

General Statement of Duties: Scanning and researching documents for the Tribal Secretary's Office utilizing various computer software and office equipment and exercising independent judgement. Performs daily communication with the general public with professionalism and courtesy at all times.

Supervision Received: Works under the immediate supervision of the CRST Tribal Secretary.

Supervision Exercised: None unless assigned.

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

Scan documents such as Tribal Council minutes and all supporting documents, Tribal Council Resolutions, Tribal Council motions, etc.

Complete research as requested by Tribal Executives, Tribal Council Representatives, Tribal programs, Tribal employees and the general public.

Receives telephone calls, handling any questions or matters of less technical nature and directing others to the appropriate staff member.

Greets the general public on a daily basis.

Follows proper procedures of public information requests.

Will assist in transcribing dictation of Tribal Council meetings, regular and special. Reviews and analyzes data entered into the computer and verifies accuracy.

Must have working knowledge of archival recording material such as CDs, large reel tapes, and mini recording tapes in order to conduct research and transcribing purposes.

Will assist in records retention of Tribal Council actions and other public information.

Will assist in the collection, reviewing, analyzing and verifying of data to be entered into computer. Assures data is filed properly and mailed out in timely manner.

Will assist in proofreading, copying, bounding of Tribal Council Minutes and distribute as needed.

Will work with various computer software on a daily basis.

Must have knowledge in research techniques.

Will be required to attend workshops, meetings, etc. as assigned by the Tribal Secretary.

Must maintain rapport and good working relationship with the Bureau of Indian Affairs, Tribal and Elected Officials, State Officials, private agencies, professionals and the general public.

Assist other staff as needed.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities:

General knowledge of office procedures and practices, basic computer skills and telephone etiquette skills. Must be proficient in grammar, spelling and punctuation. Must possess the ability to perform typing, data entry, researching and clerical work requiring independent judgement. Ability to communicate verbally and in writing. Must have knowledge with various office software and equipment.

Education:

High School graduate or GED equivalent.

Experience: One (1) year of experience in working in an office setting which would be in lieu of education to demonstrate an applicant's ability to perform the required duties.

Special Requirements: Must have a valid South Dakota Driver's License (attach copy), be bondable and must be willing to become a notary. Must be able to pass a Tribal/Local, Federal and State background checks. Incumbent is subject to mandatory drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe's Drug and alcohol Testing Policy. Must sign a Tribal Confidentiality Form. Preferably understands the Lakota Language.

Revised: 7/14/24