

CHEYENNE RIVER SIOUX TRIBE  
IT/DATA TECHNICIAN II  
Tribal Secretary's Office

General Statement of Duties: Performs a variety of routine typing and computer data entry work requiring exercise of independent judgement. Will be responsible for diagnosing, repairing, maintaining and developing the computer hardware and software of those with more advanced technical issue for the Tribal Secretary's Department. Responsible in assisting with the developing and maintaining of the Cheyenne River Sioux Tribe Website, Mobile App and other Social Media platforms that require an advanced technical assistance.

Supervision received: Works under the direct supervision of the Tribal Secretary.

Supervision Exercised: Will be required to supervise department employees as needed.

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

On a daily basis, will inspect all computer software and hardware to ensure there is no interruption in the daily tasks of the employees.

Will diagnose and resolve any and all incidents that require more advanced technical assistance.

Will ensure that updated software and hardware are made readily available to ensure there is no interruption with the daily tasks of the department.

Will ensure that the security clearance is up to date for the department.

Follows proper procedures of public information requests.

Retrieves records for the public and furnishes information as required or directs inquiry to the proper source and/or informs executive of complex inquiries.

Transcribes dictation of Tribal Council meetings, regular and special. Reviews and analyzes data entered into the computer and verifies accuracy.

Required to set up and check recording tape, set up and disassemble microphones for Tribal Council sessions. Will also store tapes and other data properly after council sessions.

From rough draft and/or handwritten notes, types data of the Tribal Secretary, Assistant Tribal Secretary.

Responsible for data entry and records retention of Tribal Council actions, and other public information that are considered to be archival.

Required to collect, review, analyze and verify data to be entered into computer. Assures data is filed properly and mailed out in timely manner.

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

Completes research requests made by Executives, Tribal Council Representatives, Administrative Officer, Tribal Programs and general public.

Would assist in proofreading, copying, bounding of Tribal Council Minutes and distributing them out in a timely manner.

Preferably able to understand Lakota.

Works with various computer software on a daily basis.

Assist in developing the CRST Website, Mobile App, Facebook, etc.

Assist in maintaining the CRST Website, Mobile App, Facebook, etc. on a daily basis.

Maybe required to meet with various programs to gather information for the website.

Maybe required to travel from time-to-time for training purposes or for attending historical events to be put on the website and for future reference.

Will assist in loading and unloading of recording equipment as needed.

Will assist with livestreaming of Tribal Council Sessions and other livestreaming sessions as needed.

Required to attend workshops, meetings, etc. as assigned by Tribal Secretary.

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

Must have a good working relationship to be able to work as a team with co-workers.

Will assist with Tribal Elections.

Must sign confidentiality agreement upon hiring.

Other job related duties as assigned.

## MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Abilities: Working knowledge of office practices and procedures. Must be highly proficient in grammar, spelling and punctuation. Must possess the ability to perform specialized typing, data entry, and clerical work requiring independent judgement. Ability to develop rapport with the public and professional officials. Ability to communicate verbally and in writing. Must have advanced knowledge of Information Technology (IT). Must have advanced knowledge in designing and managing websites. Must have skills in various computer software in order to maintain and keep the hardware and software up-to-date. Must have experience in working with network systems including email, firewall, client-servers, network security, and network protocols. Able to work under pressure requiring urgent deadlines. Must be willing to learn new skills. Must be able to lift 50 pounds and must attach physical form.

Education: High School graduate or GED equivalent. One year of college preferred with courses in English, Sociology and Information Technology but not required.

Experience: Six years of experience in working with information technology and files which would be in lieu of education to demonstrate an applicant's ability to perform the required duties. Must have one (1) year of experience in computer usage where the individual actively worked with various software and security management.

Special Requirements: Must have a valid South Dakota Driver's License, and be bondable. Must be willing to become a notary. Must have own transportation or have access to transportation (attach copy if applicant has own vehicle). Must have vehicle insurance if applicant has own vehicle (attach copy). Must be able to lift 50 lbs. (attach physical form). Must be able to pass a Tribal/Local, Federal and State background check. 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.

EWf: Revised Date: January 30, 2025