

Data Clerk

Job Description: Will be responsible for coordinating and providing data support for officers who work Highway Safety for the IHSP grant.

Primary Function: Responsible for all the data entry for the Indian Highway Safety Program grant. Will support officers to complete paperwork accurately and efficiently for all traffic related activities related to the grant. Responsible for collecting data from officers and documentation for IHSP reimbursement. Work with tribal finance and IHSP program coordinator to submit all reimbursements on time on a monthly basis. Training will be provided for this position.

Salary: Tribal Wage Scale

Reports to:
Chief of Police, Police Department

Duties and Responsibilities:

- Data entry for grant
- Support officers with IHSP grant paperwork for time worked under grant on highway traffic related activities.
- Make sure all grant required paperwork for officers is complete and accurate prior to submission
- Collect and compile monthly data for grant
- Collect and organize all required paperwork for monthly request for reimbursement submission.
- Must be detail oriented, self-motivated and highly effective in data management.

Other Responsibilities:

Required following all agency policies and procedures.

Required understanding and abiding by those Tribal Code, laws, regulations, policies and procedures that is applicable to the program/service, which is being provided.

Required to report any known or suspected violations of laws, regulations, policies, or procedures to the proper authorities.

Ensure confidentiality when dealing with other employees, clients, and outside personnel.

Education/Work Experience/Qualifications

- GED or High School diploma
- Proficiency in Microsoft Word and Excel
- Work efficiently and accurately in an atmosphere of frequent interruptions
- Exceptional knowledge of data entry
- Must have valid Driver's License
- Employment contingent upon successfully passing pre-employment/Drug/Alcohol test and background check