

**Cheyenne River Sioux Tribe
Tribal Council
Clerk - Typist**

General Statement of Duties: Performs clerical tasks involving typing a variety of materials, transferring data from paper formats into digital files or database systems, a variety of general clerical and secretarial duties; and other related duties as required and directed.

Supervision Received: Works under the immediate supervision of the Legislative Specialist and the Vice-Chairperson of the CRST Council.

Supervision Exercised: None.

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

Performs a wide variety of clerical work including typing, proofreading, computer inputting, filing, checking, scan and print files and maintain physical and digital filing systems,

Perform regular receptionist duties, answer the telephone and take detailed messages.

Transcribing documents from dictated tapes, taking notes and creating detailed texts.

Gather and organize typing material and edit completed work for grammar, spelling and punctuation.

Must have the ability to operate a calculator and other modern office equipment.

Sort and file documents and records to predetermined classification, maintaining alphabetical, index, and cross reference files. To include: transfer data from paper formats into digital files or database systems.

Receive, sort, and distribute incoming and outgoing mail.

Create spreadsheets and presentations, combining various data from existing files

Keep information confidential in accordance with security policies.

Perform other duties as assigned within the scope of the position.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Must be able to type quickly and accurately and can check documents for grammar, spelling and punctuation errors under tight deadlines. Must be professional and well organized. Excellent written and oral communication skills. Experience using data recorders and optical scanners. Excellent knowledge of word processing tools and

spreadsheets. Familiarity with and able to operate all standard office equipment. Must have the ability to perform multiple tasks accurately and efficiently under time constraints. Able to work both independently and cooperatively. Ability to exercise professional judgment and maintain strict confidentiality. Ability to operate and maintain an office computer/laptop and necessary software systems. Knowledge and ability to work with Microsoft Office and internet functions. Possess a working knowledge of contemporary office practices and procedures. Record and transcribe Tribal Council Committee meeting minutes. Shows initiative and sound judgement with an ability to react resourcefully under varying conditions. Establish and maintain effective working relationships with co-workers, supervisors, other Tribal departments, other agencies, and the general public.

Education: Minimum High School Diploma or equivalent.

Experience: One (1) – Two (2) years of experience in secretarial and general office work.

Or

An equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Special Requirement: Required to submit to CRST Drug Testing Policy. Submit to Tribal/local background checks. Maintains confidentiality at all times.

10/23/2019