

CHEYENNE RIVER SIOUX TRIBE
LAW ENFORCEMENT
IT MANAGER/DATA TECHNICIAN

DESCRIPTION OF WORK

General Statement of Duties: Provides general IT support for staff in the department; utilizing computer and specialized software to enter and maintain data.

Supervision Received: Administrative Officer, Law Enforcement Department.

Supervision Exercised: None (interns/volunteers such as TANF Workers)

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

Manages collection of statistics from eForce software currently in use, which data is in the form of incident reports; which must be recorded for statistical use, and to deliver reports to the Prosecutor for further processing.

Database management

Network and security management.

Data storage validation with audio and video.

Implementation of new servers and technology and Assists with procurement process.

Provides user level technical support for end users, computers, printers, etc.

Provides user level training on daily applications such as Microsoft Office, Adobe, etc.

Assists with end user updates and monitoring.

Assisters with user management.

Monitors printers, copiers, computers, Ipads, and fax machines to make sure they are working properly.

Assists with research of new technologies and software.

Assists with technical documentation of systems and processes.

Conduct urine analysis(UA) drug tests.

Ensuring cameras and doors security are in place and in compliance.

Assists the Property/Evidence Tech.

Oversee supervision of security and expenditures/purchases during Annual Labor Day Celebrations.

Other job related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must have basic knowledge of current technologies available in the Information Technology (IT) world. Experience with or knowledge of various networking system concepts including email, firewall, client-servers, network security, network protocols, etc. Previous experience with computer and printer repair. Works independently and assists with multiple projects and priorities. Works under pressure with interruptions and challenging deadlines. Willingness to work with many different people. Ability to be courteous and helpful. Must show aptitude and desire to learn new skills on the job. Must be able to communicate clearly and precisely, both orally and in writing. Physical ability to perform essential job functions. Works as a team member and promotes a positive work environment.

Education: Bachelor degree in IT or Computer Science; or an equivalent combination of education and experience.

Experience: Some experience with MS Office Products; minimum of five years' experience in information technology required.

Special Requirements: Must have valid SD driver's license (attach a copy).

Incumbent is subject to the CRST Drug & Alcohol Testing Policy; must pass pre-employment drug screening and will be subject to random drug screenings (will be required to sign and submit a form understanding and receiving policy). Must be able to pass local/Tribal, Federal and State background checks in accordance with P.L. 101-630, P.L. 101-647, and Resolution No. 86-2013-CR (will be subject to submit and pass these checks every five (5) years).

Must maintain high level of confidentiality.

Revised Date: 04.02.19