CHEYENNE RIVER SIOUX TRIBE
LAW ENFORCEMENT
IT/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: Immediate Supervisor, LED Administrative Officer, Law Enforcement Department.

Supervision Exercised: None

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

Manages collection of statistics from Case management software, which must be recorded for statistical use, and to ensure the delivery of reports to the Prosecutor and other partner agencies for further processing.

Database, network and security management

Data storage validation with audio and video.

Implementation of new servers and technology.

Assists with procurement process.

Provides user-level technical support and training for end users on computers, printers, etc., using Microsoft Office, Adobe, Excel etc.

Assists with end user updates and monitoring and with user management.

Monitors and maintains equipment peripherals to ensure good working condition.

Assists with research of new technologies and software, technical documentation of systems and processes.

Ensures the integrity of physical security.

May assist the Property/Evidence Tech.

May be subject to call back or after hours as needs arise.

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 and with troubleshooting and repair. 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: Associates degree in IT or Computer Science or related Degree; (attach copy of Degree and transcripts).

Experience: Experience with MS Office Products; minimum of 1 year experience in information technology required; pc repair experience preferred.

Special Requirements: Must have valid 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.
Must maintain a higher level of standards and ethics
Must be able to follow the chain of command, policies and procedures and the law.
Must complete all training assigned or required.
Must provide monthly report of stats and projects, accomplishments and focus to LED AO.

Revised: 09.23.2022