

Fort Belknap Indian Community

JOB TITLE: Data Entry Clerk/Office Receptionist **STATUS:** FT/Non-Exempt

DEPARTMENT: FBIC Prosecutor's Office **SUPERVISOR:** Prosecutor(s)

SUPERVISION EXERCISED: None **WAGE:** \$16.00

General Job Description

This position has been created to get all case files transferred onto a more efficient and space saving digital system. The Prosecutor's Office receives a high volume of incoming calls and assistance is needed so that all calls are answered, routed appropriately, and messages are recorded and delivered promptly. The Prosecutor's Office receives and delivers many documents daily that need to be transported to various departments such as Tribal Courts, Tribal Police Department, and BIA Detention. All applicants must be able to keep and maintain a high level of confidentiality at all times. The Prosecutor's Office handles highly confidential information on a daily basis. Excellent people skills and phone etiquette are required because the office receives a high call volume daily.

Essential Duties and Responsibilities:

- Entering Office Data to convert filing system to digital
- Creating Database for Case Files
- Making Copies
- Scanning Documents
- Creating Files
- Answering All Incoming Phone Calls to the Office
- Routing Calls and/or taking messages
- Greeting the public
- Picking up and/or delivering legal documents to Tribal Courts, Tribal Police Department, and BIA Detention.

Knowledge, Skills, Certifications and Abilities:

- Ability to communicate effectively both verbally and in writing
- Ability to prioritize required duties
- Ability to operate personal computer, including word processing, database applications, operation of the internet, and basic internet research skills
- Knowledge of procurement process, including submission of requisitions and travel claims with all required documents
- Ability to work effectively with people, both internally and externally, from diverse, cultural, social and educational backgrounds
- Ability to maintain confidentiality

- Ability to remain calm and respond professionally during high-pressured situations or crisis calls
- Ability to utilize active listening skills
- Ability to remain non-judgmental

Minimum Education Requirements

Must have a high school diploma or equivalent. Some college preferred in criminal justice or related field

Employment Requirements:

- Must be an enrolled member of a federally recognized Indian Tribe
- Must have excellent typing skills
- Must have never been convicted of a felony crime
- Must have never been convicted of a misdemeanor crime within (1) year period immediately before employment offer
- Must successfully pass a pre-employment drug and alcohol screening test and be able to pass a background check
- Experience working with the criminal justice system or court system is preferred

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, including lifting up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Fort Belknap Indian Community reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

IMMIGRATION REFORM AND CONTROL ACT: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicant will be asked to produce documentation.

Indian Preference Employer as Required by Law