

Vacancy Announcement #17-133

Position: Data Coordinator
(Non-exempt)

Salary: Grade Level 15/0
(\$25,218. per annum)

Program: LIHEAP
(Low Income Home Energy Assistance Program)

Location: Pine Ridge, So. Dak.

Opening Date: November 6, 2017

Closing Date: November 20, 2017

General Description of Duties:

The Data Coordinator will develop a Client data base for LIHEAP program and will generate reports when necessary. The Data Coordinator will be under the direct supervision of the LIHEAP Director. The Data Coordinator will supervise the Data Technician/Maintenance Man.

Specific Duties:

1. Process energy inventory data through the use of a computer
2. Maintain daily budget balances through daily expenditures entered into the computer
3. Screen and certify Energy Assistance Applications eligibility
4. Prepare necessary authorizations for signatures in acquiring energy needs for eligible households
5. Enter and update data on all clients
6. Extract data and produce required reports from the computer
7. Make referrals as needed for clients in need of services the program cannot provide
8. Other duties as assigned

Requirements and Knowledge:

1. Required to be knowledgeable of other programs within the office
2. Must be able to operate a computer
3. Must communicate well with the Lakota People
4. Bilingual preference, not mandatory

Qualifications:

1. Associate Degree in Computer Science preferred or HS Diploma/GED and 8 years of work/supervisory experience required.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference.

(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)

Notice:

“Applicants tentatively selected for positions with the Oglala Sioux Tribe will be required to submit to screen for illegal drug use prior to appointment. Appointment to the positions will be contingent upon a negative drug test result.”

In accordance with OST Ordinance 90-12 and 91-01, record checks will be done on those individuals applying for positions requiring working with children.