



# HAVASUPAI TRIBAL COUNCIL

P.O. Box 10 • Supai, Arizona 86435  
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## SCANNING/DATA ENTRY CLERK

**POSITION: SCANNING/DATA ENTRY CLERK (4 temporary contracted positions)**

**DEPARTMENT: SORNA PROGRAM**

**SUPERVISOR: SORNA OFFICER**

**PAY RATE: \$12.00 TO 15.00 PER HOUR DEPENDING ON EXPERIENCE AND QUALIFICATIONS**

### **POSITION SUMMARY:**

The contract scanning/data entry clerk will be assisting the SORNA program in the recapturing of sex offenders and will be responsible for scanning Tribal Court documents as well as reviewing sensitive data files, input of data, including organizing, labeling and conducting clerical duties as deemed appropriate by the supervisor. This project will last up to September 30, 2021. This is not a regular employee position. This is a contract position that is grant funded. Scanning and data entry work will take place in Flagstaff, Arizona.

### **SKILLS:**

Must be able to work well with others

Must have great computer skills (word perfect, email, scan, organize, copy and paste etc.)

Must have clerical skills, including use of fax, phones, email correspondence

Experience with data entry and scanning is preferred

### **QUALIFICATIONS:**

Must possess a High School Diploma or GED equivalent

Must be able to take directions well and work with minimum supervision

Must be able to work 40 hours/week and complete necessary work on a timely basis

Must not have a felony record

Must have a clear criminal record for the last 3 years

Must pass a background check

Must sign a confidentiality form

**Opening Date: AUGUST 27, 2021**

**Closing Date: Open Until Filled**

**To apply send email, resume or letter of interest with qualifications to  
or fax letter to 928-433-8119.**