

# NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD JOB POSTING

**Job Title:** Data Entry Clerk  
**Reports To:** Director, Western Tribal  
Diabetes Project  
**Salary Range:** \$15-\$17.00 per hour  
(DOE)  
**Department:** *Tribal BRFSS Project  
EpiCenter*

**Classification:** Part-time, Temporary  
Non-Exempt  
**Duration – 6-8 Weeks from date of hire**  
**Location:** Portland, Oregon

## **Job Summary:**

The Northwest Portland Area Indian Health Board (NPAIHB) oversees the Northwest Tribal Epidemiology Center where the Tribal Behavioral Risk Factor Surveillance System (BRFSS) is structured. The Data Entry Clerk provides data entry and some support services for the Director of Tribal BRFSS project.

## **Essential Functions:**

### **1. Administrative support functions**

- Perform data entry from tribal behavioral risk factor surveillance system interviews
- Conduct interviews with tribal community members
- Provide some administrative support to the WTDP Project Director on special projects

### **2. Other Duties**

- Maintain well-organized filing system for documents and computer files.
- Maintain accurate documentation and records for strict research protocol
- Other duties as assigned by the Project Director.

## **Standards of Conduct:**

- Consistently exhibit professional behavior and the high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Consistently display professional work attire during normal business hours.
- Effectively plan, organize workload, and schedule time to meet workload demands.
- Maintain a clean and well-organized office environment.
- Expected to exercise judgment and initiative in performance of duties and responsibilities.
- Work in a cooperative manner with all levels of management and with all NPAIHB staff.
- Treat NPAIHB delegates/alternates and Tribal people with dignity and respect and show consideration by communicating effectively.
- Participate willingly in NPAIHB activities.
- Abide by NPAIHB policies, procedures, and structure.

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## **Qualifications:**

- High school diploma or equivalent.
- Experience in data entry
- One or more years experience working with tribal communities, tribal organization or other Indian organization.
- One or more years experience in an administrative support position with progressively more responsibilities.
- High level knowledge of Microsoft Office programs including Outlook, Access, Excel, Power Point, and Word.
- Must have experience with organizing, setting up filing systems both electronic and hardcopy.
- A strong and demonstrated record for good attendance
- Proficient spelling and grammar skills.
- The ability to proofread written materials accurately.
- The ability to type 60 wpm accurately.
- The successful applicant must be highly organized and motivated, and have the ability to carry out responsibilities with minimum supervision.
- Demonstrated ability to maintain strict confidentiality of sensitive information.

## **Typical Physical Activity:**

**Physical Demands:** Frequently involves sedentary work: exerting up to 10 pounds of force and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body. Occasionally involves light work: exerting up to 20 pounds of force and/or up to 10 pounds of force and/or a negligible amount of force to move objects.

**Physical Requirements:** Constantly requires the ability to receive detailed information through oral communication, and to make fine discrimination to sound. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly. Constantly requires working with fingers rather than the whole hand or arm. Constantly requires repetitive movement of the wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks. Occasionally requires standing and/or sitting for sustained periods of time. Occasionally requires ascending or descending stairs or ramps using feet and legs and/or hands and arms. Occasionally requires raising objects from a lower to a higher position or moving objects horizontally. Occasionally requires stooping which entail the use of the lower extremities and back muscles. Infrequently requires crouching.

**Typical Environmental Conditions:** The worker is frequently subject to inside environmental conditions, which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

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**Disclaimer:**

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Except as provided by Title 25, U.S.C. § 450e(b), which allows for Indian preference in hiring, the NPAIHB does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, sexual orientation, politics, membership or non-membership in an employee organization.

The foregoing is an accurate description of my positions essential functions.

\_\_\_\_\_  
Project Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Assistant

\_\_\_\_\_  
Date