

Vacancy Announcement #17-123

Position: Administrative Assistant
(Non-Exempt)

Salary: Grade Level 20/0
(\$29,951 per annum)

Program: Ambulance Service

Location: Pine Ridge, So. Dak.

Opening Date: November 6, 2017

Closing Date: November 20, 2017

General Description of Duties:

The Administrative Assistant will work closely with the Ambulance Service Director and the field supervisors in administering the success of the Ambulance Service. The Administrative Assistant is responsible for maintaining the daily operations in the ambulance service business office. The Administrative Assistant assures the billing department is receiving and billing for all available insurance funds. The Administrative Assistant assures all trips statistical information is recorded. The Administrative Assistant maintains accurate expenditure reports through cuff accounts. The Administrative Assistant supervises the office staff and works under the direct supervision of the Ambulance Service Director.

Specific Duties:

1. Work closely with the Ambulance Director and Health Administrator for continual program improvement.
2. Maintain a good working relationship with organizations and assist in coordinating program operations to assure smooth service.
3. Monitor revenue received through third party billing and other sources.
4. Monitor program expenses to keep within the approved budgets.
5. Assure cuff account expenses are continuously updated for all accounts.
6. Prepare for the Director a monthly expense report for all accounts.
7. Prepare budget modifications for the Director.
8. Keep the Director informed of all activities, which occur within the program office.

9. Work with the Secretary to ensure that all bills are paid and current.
10. Other duties as assigned.

Requirements and Knowledge:

1. Must have knowledge of P.L. 93-638 guidelines and the Master Comprehensive Health Services contract guidelines.
2. Must have knowledge of HIPAA.
3. Must have knowledge of computers and various software applications
4. Must have knowledge of and comply with Tribal Policies and Procedures.
5. Must be capable of handling highly stressful situations as they arise.
6. Must have solid ability to exercise tact and judgment in working with others
7. Must submit to random drug testing upon request as required by OST Personnel Policies and Procedures.

Qualifications:

1. Must have an A.A. in a Business or related field.
2. Must have five (5) years supervisory or management experience.
3. Must possess valid Driver's License.

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.