

## Vacancy Announcement #17-129

Position: File Clerk  
(Non-Exempt)

Salary: Grade Level 10/0  
(\$21,233 per annum)

Program: Benefits Office

Location: Pine Ridge, SD

Opening Date: November 6, 2017

Closing Date: November 20, 2017

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### **General Description of Duties:**

The File Clerk will perform routine typing, filing tasks, and data entry as well as other clerical duties as assigned. The File Clerk will be under the direct supervision of the OST Benefits Coordinator.

### **Specific Duties:**

1. Shall maintain an accurate and complete filing system of all incoming reports.
2. Assist in the maintenance of all office organization and appearance.
3. Assist with the maintenance and organization of personnel files.
4. Assist with typing documents and/or other items as requested.
5. Assist with maintaining confidentiality of participant files.
6. Answer all incoming telephone calls and take accurate messages.
7. Work in conjunction with all other staff to ensure continuity and preciseness.
8. Assist the Benefits Coordinator in daily operations of the Benefits Office.
9. Assist in the compliance of the 401 K plan; Life Insurance; Dental/Vision Plan, Workmen's Compensation Plan, and if available a Health Plan.
10. Assist in the enrollment of new participants, then process and update records.

### **Requirements and Knowledge:**

1. Must be prompt and dependable.
2. Must be able to take initiative to complete tasks in a timely manner.
3. Must be knowledgeable in office procedures, machines and filing.
4. Must be courteous at all times and greet the public in a pleasant manner.
5. Must be computer literate and have the ability to use various computer programs.
6. Must adhere to confidentiality of personnel files.

### **Qualifications:**

1. Must possess a High School Diploma or GED certificate
2. Must have one (1) year clerical experience.
3. Must possess a 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.**