

Vacancy Announcement #17-130

Position: Secretary/Intake Specialist
(Non-exempt)

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

Program: Higher Education Program

Location: Pine Ridge, So. Dak.

Opening Date: November 6, 2017

Closing Date: November 20, 2017

General Description of Duties:

The Secretary/Intake Specialist will provide general secretarial duties and intake duties relative to clientele (student) applications in accordance with the Scope of Work as stated in contract of the OST Higher Education Grant Program. The Secretary/Intake Specialist will be required to perform duties in a professional manner and will be under the direct supervision of the Program Director.

Specific Duties:

1. Responsible for the intake of applications and documents and entering information in the intake database
2. Ensure all required information is on application and verifying information for eligibility purposes and follow-up as needed through most efficient and effective mode of communication
3. Responsible for sending out complete/incomplete notices to students within a timeframe of no more than 3 working days of receipt
4. Responsible for forwarding complete applications in the next step of the processing cycle
5. Responsible for answering phones/emails and other forms of communication from the general public, students and documenting incoming calls in the phone log and faxes in the fax log; direct calls to appropriate staff member
6. Greet the public in a professional manner and direct inquiries to the appropriate staff member
7. Distribute applications and other pertinent program information to the general public as requested
8. Will prepare and mail out grant award notices in a timely manner and assist in typing of

- correspondence, forms when requested
9. Responsible for checking program mail boxes at OST facilities and the USPO on a daily basis
10. Responsible for maintaining office supply inventory to include ink supply in office machines (copier, postage meter, fax)
11. Adhere to rules of confidentiality relative to student files and pertinent program information
12. Other job-related duties as assigned by the Program Director

Requirements and Knowledge:

1. Must be computer literate in Microsoft Word, Access, Excel and Publisher and all other software as needed
2. Must be prompt and dependable
3. Must be able to work under pressure
4. Must be very organized and ability to pay high attention to detail
5. Must be a team player, be courteous to the general public and provide services in a professional manner
6. Must submit background check and drug testing requirements per OST Ordinance(s) and pertinent funding agency requirements

Qualifications:

1. AA in secretarial, business, office management or related field preferred or High School/GED and four (4) years related 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.