

## Vacancy Announcement #17-132

Position: Land Exchange Fee to Trust Clerk  
(Non-exempt)

Salary: Grade Level 14/0  
(\$24,365 per annum)

Program: Land Office

Location: Pine Ridge, So. Dak

Opening Date: November 6, 2017

Closing Date: November 20, 2017

\*\*\*\*\*

### General Description of Duties:

The OST Land Office Clerk for the Land Exchange Department will assist the OST Land Office Director in calculating ownership interest from ITI reports received from the Bureau of Indian Affairs Realty Office

### Specific Duties:

1. The Land Exchange / Fee to Trust Clerk will participate in the procedure of managing Land Exchanges and processing the Fee to Trust conversion for Tribal Members.
2. Calculate interest from Individual Tribal Interest reports.
3. Review land exchanges and provide the proposal for review.
4. Review Resolutions and Ordinances that may protect land from development or existing land that is identified for other use.
5. Research any additional information pertaining to the Land Exchange in communities or districts.
6. Prepare proposal of Land Exchange for Land Committee to review and action.
7. Process the Exchange further if approved.
8. Inform applicant of disapproval via mail.
9. Research and resolve issues involved in the decisions to table.
10. Understand the procedures and processing through to the appropriate offices for signature, or recording of documents.
11. Develop a clear sense of the processes involved when handling land exchanges.
12. Continue to process, file, and present the Land Exchange Application as established procedures within the Land Office.
13. Must be capable of entering into a computer; documents, reports and data gathered from various offices.
14. Must be willing to learn the full process of the Fee to Trust Conversion.

15. Process the Fee to Trust for the Tribe throughout the Reservation.
16. Assist in providing the required documents for the Fee to Trust Conversion.
17. Develop a clear understanding of the Fee to Trust Conversion process.
18. Other duties assigned by the Director.
19. Report on Monthly basis the work progress (Land Exchanges & Fee to Trust) for the monthly report.

### Requirements and Knowledge:

1. Must have substantial knowledge in the Secretarial field.
2. Must be able to record and file documents the land exchange applications.
3. Must have working knowledge of computers and other related office equipment.
4. Must be able to type and file.
5. Must be able to possess office etiquette on the telephone, and when greeting individuals who enter the office.
6. Must have ability to work under pressure.
7. Must take pride in personnel appearance.
8. Must be dependable.

### Qualifications:

1. Must have a High School Diploma/GED
2. Must have two (2) years' experience in the clerical field.
3. Must have 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.**