

Vacancy Announcement #17-141

Position: Bond Clerk
(Non-exempt)

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

Program: Oglala Sioux Tribal Court

Location: Pine Ridge, So. Dak.

Opening Date: November 6, 2017
Closing Date: November 20, 2017

General Description of Duties:

The Bond Clerk is responsible for receiving and receipting all Court funds and for the preparation of deposit forms to deliver with all court revenue to OST Revenue Compliance Office located in the Financial Accounting Office for deposit of funds into the applicable account. This is a non-supervisory position. The Bond Clerk will be under the direct supervision of the Court Administrator.

Specific Duties:

1. Receive and receipt all Court income, from each department and all sources, including fines, court costs, and, filing fees, and bail bonds.
2. Collects, posts, and balances fines, fees, and bonds and accurately reconciles daily cash transactions using court-specific computer software ensuring proper collection methods are followed.
3. Prepare, reconcile and deliver deposit slips and to actual revenue for deposit.
4. Researches the monthly jail bill for inaccuracies; files court documents and receipts bond payments; balances and reconciles daily bond receipts.
5. Prepare a monthly revenue account of receipts by account for the Court Administrator.
6. Assist the designated accountant with bank reconciliation as required.
7. Assist with research and location of specific documentation as requested.
8. Maintain a daily deposit record supported with copies of each transaction per receipt.
9. Provide a copy of all receipts and fund to the Court Administrator.
10. Responsible for obtaining copies of Judicial Orders that constitute Court Bail Bond refund from the appropriate department and prepare an

Accounts Payable Voucher and forward Voucher to the Accounts Payable Department.

11. Provides courteous, prompt, and knowledgeable customer service to clients of the court; delinquencies in payments, refunds, bond conversion or refunds, responds to customer inquiries and complaints, both in person and on the telephone in accordance with court procedures.
12. Perform other related duties as requested by the Court Administrator.

Requirements and Knowledge:

1. Must attend training as required.
2. Must have the ability to deal with the public and staff in a positive and objective manner.
3. Maintain confidentiality of all information.
4. Be willing to learn Court Case Management software/Justware.

Qualifications:

1. Must have a High School Diploma or GED.
2. Must have two (2) years of experience in office administration with demonstrated proficiency in the use of computers to include the Microsoft Office Suite of programs.
3. Must have no prior felony convictions.
4. No misdemeanor convictions in the past five (5) years (excluding minor traffic violations)

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.