

Vacancy Announcement #17-142

Position: Intake Clerk
(Non-Exempt)

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

Program: Oglala Sioux Tribal Court

Location: Pine Ridge, SD

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

General Description of Duties:

The Intake Clerk provides in-person request for assistance from the public. The Intake Clerk will assist on a base-by-base individual filing and will assist with the petition to ensure all necessary documents are included in the filing. Additionally, the Intake Clerk will seat the community members by guiding them to the appropriate conference room for further assistance with the respective clerk. The position is multifaceted requiring handling various tasks related to assisting with court related filings from clients, reviewing for compliance with Court rules, and other duties as assigned. The Intake Clerk reports to the Court Administrator.

Specific Duties:

1. Receives all incoming walk-in filings. Handles these contacts courteously, efficiently and accurately.
2. Accepts filing and photocopying fees; provides receipts.
3. Picks up, opens and records mail.
4. Dates and time stamps filings and directs documents to appropriate staff members.
5. Assists attorneys who wish to review records.
6. Assist the Data Clerk/Court Clerk in retrieving and delivering records.
7. Routes telephone calls to Court Clerk /Court Administrator and appropriate staff.
8. Reviews and files direct and discretionary appeals.
9. Intake Clerk Reviews and files motions and briefs.
10. Other tasks as assigned by the /Court Administrator.

Requirements and Knowledge:

1. Have the ability to speak, read and write English correctly and fluently.
2. Have excellent communication skills.
3. Have pleasant personality and neat appearance.

4. Have ability to use a personal computer to locate information on the docket for the benefit of parties and the public in a courteous, accurate and efficient manner.
5. Have a basic knowledge of computers. Can perform data entry and word processing. Has the ability to follow directions.
6. Have the ability to work under strict time constraints.
7. Have the ability to utilize computers, fax machines, office photocopying equipment and other office machines.
8. Have ability to use time and date stamp multiple times during the day.
9. Able to speak to and hear visitors at an ordinary conversation level
10. Can frequently lift and sort documents filed which may weigh up to fifty pounds.
11. Can sit at a desk for long periods of time using the telephone or personal computer.
12. Have the ability to work in an environment with a lot of activity and some noise.

Qualifications:

1. High School Diploma or GED.
2. One (1) year work experience. Telephone and office reception experience is preferred.
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. on the closing date. Mail in application postmarked on the closing dated will be accepted. Attach all pertinent documentation, i.e. copy of high school diploma or GED certificate, copy of official college transcripts (if applicable) and/or college degree, certificate of Indian Blood if claiming Indian preference and D214 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 illegal drug use screening 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 these individuals applying for positions requiring working with children.