

Vacancy Announcement #17-143

Position: Telephone Operator (2)
(*Non-exempt*)

Salary: Grade Level 3/0
(\$16,689 per annum)

Program: Oglala Sioux Tribal Court

Location: Pine Ridge & Kyle, So. Dak.

Opening Date: November 6, 2017

Closing Date: November 20, 2017

General Description of Duties:

The Telephone Operator's position is located within the judicial system of the Oglala Sioux Tribal Court. The primary duty station is at the Pine Ridge Court House. The Telephone Operator is under the immediate supervision of the Court Administrator who makes work assignments and provides instructions.

Specific Duties:

1. Receive all incoming calls made to the courthouse.
2. Make inquiry from caller as to nature of their business and to whom they wish to speak.
3. Direct the calls to the appropriate employee of the court.
4. Responsible for all outgoing long-distance calls and maintain a phone log.
5. Reconcile the daily log with the telephone statements at the beginning of every month.
6. Keep logs of people coming into the court on Criminal, Civil and Juvenile and direct same to each department.
7. Will be back-up for bailiff on occasions.

Requirements and Knowledge:

1. Must adapt quickly to changes in policy, conditions, etc.
2. Must be courteous and proficient in dealing with the public and over the telephone.

Qualifications:

1. Must have High School Diploma or GED.
2. Must have no prior felony convictions
3. No misdemeanor convictions in the past five (5) years. (excluding minor traffic violations)
4. 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.