

Vacancy Announcement #17-146

Position: Administrative Assistant
(Non-Exempt)

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

Program: Tribal Court
Location: Pine Ridge, So. Dak.

Opening Date: November 6, 2017

Closing Date: November 20, 2017

General Description of Duties:

The Administrative Assistant will be responsible for the daily administrative functions of the Tribal Court. The Administrative Assistant will perform routine daily duties to ensure the efficiency of the Tribal Court and will assist the Court Administrator in completing daily tasks and assignments. The Administrative Assistant will be under the supervision of the Tribal Court Administrator.

Specific Duties:

1. Ensure the administrative function of the Tribal Court office by completing all routine assignments.
2. Answer phones and direct calls to the appropriate staff as needed.
3. Prepare all correspondence, reports, requisitions, travel authorizations and reports, time sheets, and all other documentation for the court staff
4. Will assist as needed, the clerks in maintaining files.
5. Be custodian of information for all documentation submitted to and approved by the Court Administrator.
6. Manage vendor list for the financial year
7. Maintain electronic and hard copy filing system; open, sort and distribute incoming correspondence
8. Manage inventory of assets and supplies, sourcing for suppliers (vendors) and submitting invoices
9. Send out and receive mail and packages
10. Coordinate and operate components of the court in resolving day-to-day administrative and operational problems
11. Perform other related duties as assigned by the Court Administrator.

Requirements and Knowledge:

1. Possess excellent interpersonal communication skills – able to communicate effectively and professionally with public and professional associates
2. Possess exceptional organizational skills with experience in handling large number of documents or case load.

3. Possess strong research skills with keen attention to detail
4. Have proficient Microsoft Office and strong computer search skills
5. Must be prompt, dependable and adhere to all internal policies of the Tribal Court
6. Must strictly adhere to the confidentiality of the Tribal Court
7. Be strong-minded with ability to perform assigned duties objectively at all times
8. Maintain professional appearance at all times
9. Be proactive, diligent and strong work ethic with impeccable integrity and commitment to support the Oglala Sioux Tribe initiatives
10. Will have knowledge of current office practices, procedures, and equipment.

Qualifications:

1. Must have an Associate of Arts Degree or High School Diploma/GED with four (4) years of secretarial/assistant experience.
2. Must have no prior felony convictions.
3. No misdemeanor convictions in the past five years, excluding minor traffic violations
4. Must have a valid driver's license and be fully insurable.

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.