



Oglala Sioux Tribe
Human Resource Department
P.O. Box 439
Pine Ridge, SD 57770
(605) 867-6014/6015
(605) 867-1922 Fax



Vacancy Announcement

ADMINISTRATIVE LAW JUDGE FOR OGLALA SIOUX TRIBE

Opening Date: May 24, 2019 Closing Date: June 25, 2019

NOTICE IS HEREBY GIVEN THAT THE OGLALA SIOUX TRIBE IS ACCEPTING APPLICATIONS FOR THE POSITION OF ADMINISTRATIVE LAW JUDGE FOR THE OGLALA SIOUX TRIBE TO PRESIDE OVER AND RENDER DECISIONS IN A FAIR AND IMPARTIAL MANNER IN ADMINISTRATIVE GRIEVANCE PROCEEDINGS HELD UNDER AND IN ACCORDANCE WITH THE OGLALA SIOUX TRIBE PERSONNEL POLICIES AND PROCEDURES MANUAL.

THE ADMINISTRATIVE LAW JUDGE SHALL BE AN INDEPENDENT CONTRACTOR, NOT AN EMPLOYEE OF THE OGLALA SIOUX TRIBE. COMPENSATION SHALL BE PAID AT THE RATE OF \$175.00 PER HOUR PLUS COMPENSATION FOR MILEAGE, LODGING, AND PER DIEM EXPENSE REQUIRED TO COMPLETE THE JOB DUTIES.

FINAL SELECTION OF THE ADMINISTRATIVE LAW JUDGE SHALL BE MADE BY THE OGLALA SIOUX TRIBAL COUNCIL. MORE THAN ONE APPLICANT MAY BE SELECTED, DEPENDING ON NEED AND AVAILABILITY OF FUNDING.

Job Duties:

The Administrative Law Judge shall:

- Preside and render decisions in a fair and impartial manner in administrative grievance proceedings held under and in accordance with the Oglala Sioux Tribe Personnel Policies and Procedures Manual;
- Follow the procedures and protocols for employee administrative grievance hearings as set forth in the Oglala Sioux Tribe Personnel Policies and Procedures Manual;
- Conduct a grievance hearing within five (5) days after a grievance complaint is filed with the Human Resource Department;
- Set a date and time for the hearings with the Human Resource Director, who is the custodian of all grievance documents and who provides hearing notification to all the parties; and
- Thoroughly review each case and any submitted documents prior to the hearing;
- Determine that all grievance documents are in order prior to the hearing;
- Explain the procedures for the grievance hearing to the parties before the beginning of the proceeding;
- Ensure that the grievance hearing proceeds according to the Oglala Sioux Tribe Personnel Policies and Procedures Manual;
- Ensure that due process is afforded to all aggrieved employees in the grievance process;
- Render a written decision concerning the employee's grievance within three (3) working days of the hearing date;
- Make an unbiased decision based on the evidence that is admitted in the case;

- If a motion for reconsideration of a grievance hearing decision is made based on newly discovered facts or information, make an unbiased decision as to whether the newly discovered facts or information, if known at the time of the hearing, would have changed the grievance hearing decision; and
- Maintain the confidentiality of all information and documents obtained in the course of any grievance proceedings and not release such information to third parties without a court order or the express written consent of the parties to the proceedings.

Job Qualifications:

Applicants for the position of Administrative Law Judge must:

- Possess a juris doctorate degree from a law school accredited by the American Bar Association;
- Be licensed to practice law in any state or federal jurisdiction; and
- Be knowledgeable of the laws of the Oglala Sioux Tribe.

Application and Selection Process:

Interested persons shall submit a complete OST Application for Employment to the OST Human Resource Department P.O. Box 439, Pine Ridge, South Dakota 57770 or email the OST Human Resource Director Michelle Poor Bear @ MichellePB@ogla.org 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 (diploma), copy of law school transcript or degree (diploma), certificate of Indian claiming Indian Preference and DD214 if claiming Veteran's Preference.

The Law and Order Committee of the Oglala Sioux Tribal Council shall review all applications and recommend one or more applicants to the Oglala Sioux Tribal Council for selection as Administrative Law Judge. The Oglala Sioux Tribal Council shall make the final selection for the position of Administrative Law Judge. The Oglala Sioux Tribal Council may select more than one applicant for the position, depending on need and availability of funding.



OGLALA SIOUX TRIBE
HUMAN RESOURCES
P.O. Box 439
Pine Ridge, South Dakota 57770
605.867.6014 • Fax 605.867.1922



Employment applications are retained for one (1) year from date of submission

Please Be Sure to...

- ✓ Document Dates. Use dates using the **Month and Year** for each work experience to obtain credit for experience.
 - The OST Human Resource Department utilizes a point system to determine eligibility based on qualifications and experience.
- ✓ Review the Requirements and Qualifications. Ensure you have submitted all required documentation listed under the Requirements and Qualifications section in the job description.
- ✓ Submit on Time. Human Resources will not accept documents submitted after the closing date. If all required documents are not submitted on time, your application will be considered incomplete.

Please know....

- ✓ Drug and Alcohol Tests Are Mandatory. All applicants tentatively selected for positions with the Oglala Sioux Tribe are required to submit to urinalysis and alcohol breathalyzer test prior to appointment. Appointment to the position will be contingent upon a negative drug test result. This requirement is in accordance with the Drug Free Workplace Act.
 - Drug and Alcohol Tests must be done within 24 hours - Three (3) business days of the Notice of Selection.
- ✓ Background Investigations Are Mandatory to Determine Employment Suitability. Preliminary records check will be conducted prior to appointment.
 - Favorable adjudication of a full background investigation is a condition for continued employment.
 - The Oglala Sioux Tribe requires full disclosure - when signing the application, you are certifying your answers are made in good faith and true to the best of your knowledge.
- ✓ Processes Will Be Followed. A selection letter will not be issued until Human Resources received results from the Drug and Alcohol Tests and background investigation clearance.
- ✓ Include All Relevant Information. Include the information asked on the application if you are uncertain what to include in your resume.
 - Be specific about dates of employment.
 - Be informative and detailed when describing duties and responsibilities of previous employment.
 - Include Supervisors' and Employers' name and phone numbers as well as your personal and professional references.

Please attach all documents that apply

- | | |
|--|--|
| <input type="checkbox"/> High School Diploma / GED Certificate | <input type="checkbox"/> College Degree |
| <input type="checkbox"/> Resume | <input type="checkbox"/> Valid Driver's License or CDL |
| <input type="checkbox"/> Official College Transcripts | <input type="checkbox"/> Tribal ID (if claiming Indian preference) |
| <input type="checkbox"/> Higher Education / Training Certificates | <input type="checkbox"/> DD214 (if claiming Veterans preference) |
| <input type="checkbox"/> Auto Insurance / Liability | <input type="checkbox"/> Valid CPR & First Aid Certificates |
| <input type="checkbox"/> Valid CDA Certificate (Child Development Associate) | <input type="checkbox"/> Other Documents: |



OGLALA SIOUX TRIBE
 Human Resource Department
 P.O. Box 439
 Pine Ridge, SD 57770
 (605) 867-6014/6015 * (605) 867-1922 Fax



Employment Application

Name: _____ Date: _____ District: _____
(Optional)

Mailing Address: _____ City, State, Zip: _____

Telephone #: _____ Mobile Phone #: _____ MSG #: _____

If required, do you currently have a valid driver's license?.....Yes No

If required, do you currently have a CDL?Yes No If yes, which Class..... A B C

Have you ever been terminated or asked to resign from employment?.....Yes No

If yes, explain: _____

Do you have any immediate family members working for the Oglala Sioux Tribe?.....Yes No

If Yes, please indicate relationship and department. _____

If an offer of employment is made prior to your commencement of employment duties, you will be required to undergo an alcohol and/or drug test, the results of which may effect the offer of employment.

Are you willing to undergo such an examination? Yes No

A background investigation will be required for certain positions deemed sensitive based on federal statutes, tribal ordinances, governing policy and/or mandates by funding agencies. In these positions, a contingent offer of employment will be made, if qualified. Continuous employment is contingent upon a favorable screening and/or favorable adjudication of the background investigation.

Are you willing to undergo such an examination? Yes No

Have you ever been convicted of any violations of Tribal, City, County, State or Federal Laws?..... Yes No
(Excluding juvenile adjudication)

(If yes, please explain the date, violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.) _____

(Such convictions may be relevant if job related, but does not necessarily bar you from employment)

Position(s) for which you are applying for	Announcement Number(s)
(1.)	
(2.)	
(3.)	
(4.)	
(5.)	

EMPLOYMENT HISTORY: MUST BE DETAILED AND ACCURATE TO AVOID DISQUALIFICATION

Complete present and past employment, beginning with most recent. Resumes may be submitted as additional information only.

1. Name of Last Employer: _____ Telephone No. _____
Address (*Include State & Zip Code*): _____
Job Title: _____ Name of immediate supervisor: _____
From: _____ To: _____ Reason for leaving: _____ Pay: \$ _____
Job Responsibilities: _____

May we contact the employer? Yes No

2. Name of Last Employer: _____ Telephone No. _____
Address (*Include State & Zip Code*): _____
Job Title: _____ Name of immediate supervisor: _____
From: _____ To: _____ Reason for leaving: _____ Pay: \$ _____
Job Responsibilities: _____

3. Name of Last Employer: _____ Telephone No. _____
Address (*Include State & Zip Code*): _____
Job Title: _____ Name of immediate supervisor: _____
From: _____ To: _____ Reason for leaving: _____ Pay: \$ _____
Job Responsibilities: _____

4. Name of Last Employer: _____ Telephone No. _____
Address (*Include State & Zip Code*): _____
Job Title: _____ Name of immediate supervisor: _____
From: _____ To: _____ Reason for leaving: _____ Pay: \$ _____
Job Responsibilities: _____

5. Name of Last Employer: _____ Telephone No. _____
Address (*Include State & Zip Code*): _____
Job Title: _____ Name of immediate supervisor: _____
From: _____ To: _____ Reason for leaving: _____ Pay: \$ _____
Job Responsibilities: _____

EDUCATIONAL BACKGROUND:

Circle highest grade completed: 7 8 9 10 11 12 / 13 14 15 16 / 17 18 19 20

Specify _____

School	Name and Address of School	Graduated		Date Left	Major/Minor Courses Taken	Diploma/Degree
		Yes	No			
High School						
College						
Graduate Work						
Trade Or Business						

QUALIFICATIONS:

Describe any other education, training, apprenticeship, certificates or licenses acquired from employment or other experiences that are relevant to position applied for.

Do you have computer skills? Yes No List Computer programs with which you are familiar: _____

REFERENCES:

List personal references whom are **not** related to you.

NAME AND ADDRESS <i>(Include state & zip code)</i>	TELEPHONE	YEARS KNOWN
	()	
	()	
	()	

List any additional information you would like us to consider. _____

VETERANS PREFERENCE:

Have you ever served in the United States Military?.....Yes No

Honorable Discharge?Yes No

If yes, please attach a copy of your DD-214 demonstrating proof of eligibility.

INDIAN PREFERENCE:

Are you an Enrolled Member of a Federally Recognized Tribe?.....Yes No

If yes, please specify the name of your Tribe: _____

(Please attach a copy of your membership for verification purposes.)



OGLALA SIOUX TRIBE
 Human Resource Department
 P.O. Box 439
 Pine Ridge, SD 57770
 (605) 867-6014/6015 * (605) 867-1922 Fax



APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I understand that the Employer is relying upon all of the representation, both written and oral, which I have made during the entire process of applying for employment with the Oglala Sioux Tribe.

In the event of employment, I understand that if I make any false statements, misrepresentations, or omissions in this application process I may be discharged at any time during my employment and I agree to hold the Employer and person named herein harmless in that event. I understand, also, that I am required to abide by all rules and regulations of the Oglala Sioux Tribe.

APPLICANT'S AUTHORIZATION TO RELEASE INFORMATION

In connection with this application, I authorize investigation of all statements contained in the Employment Application with Tribal, Federal and State law enforcement agencies, former employers and any other persons or agencies deemed necessary in arriving at an employment decision upon presentation of this waiver, or a photocopy of this waiver, whether in person, by mail, fax, or other method of conveyance.

This waiver is valid for a period of twelve (12) months from the date of my signature. A photocopy of this waiver is to be considered as valid as an original of my signature.

Examples of types of information I am requesting that you provide include information you may have concerning my qualifications and suitability and any other significant information related to job performance.

I hereby authorize the Oglala Sioux Tribe and any agent acting on its behalf to conduct an inquiry into any information related to my potential or continued employment with the Tribe and authorize the release of any such information, including, but not limited to, any criminal conviction on my record. Moreover, I hereby release the Oglala Sioux Tribe and any agent acting on its behalf from any liability by reason of requesting such information from any person.

Full Name (Print)

Social Security #

Signature/Authorization

Date Signed