



Oglala Sioux Tribe
 HUMAN RESOURCES
 P.O. Box 439
 Pine Ridge, South Dakota 57770
 (605) 867-6014 * Fax (605) 867-1922



Please Post Please Post Please Post

The following Vacancy Announcements are now open for Application(s) with the OST Human Resource Department. For further information please contact the OST Human Resource Department at (605) 867-6014 or 867-6015. OST Applications can be downloaded at our website at www.oglalalakotanation.info.

Opening Date: **August 1, 2018**

Closing Date: **August 17, 2018**

18-085	Chief of Staff	OST Administration	Pine Ridge, So. Dakota
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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)**



OGLALA SIOUX TRIBE

Human Resource Department

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VACANCY ANNOUNCEMENT #18-085

Position: Chief of Staff (Political) **Opening Date:** August 1, 2018

Salary: Negotiable **Closing Date:** August 17, 2018

Program: OST Administration **Location:** Pine Ridge, So. Dak.

General Description of Duties:

The OST Chief of Staff shall perform all duties as set forth in Ordinance No. 18-18. The OST Chief of Staff shall be subject to the provisions set forth in Ordinance No. 18-18.

The OST Chief of Staff shall be directly responsible to the Tribal Council of the Oglala Sioux Tribe. The Chief of Staff shall have authority to carry out all functions of the position, including functions assigned to the Executive Director under existing Tribal law, including with the exception of the authority to supervise and discipline Program Directors, which authority shall be exercised pursuant to Ordinance 18- 18. Subject to the limitation set forth in Ordinance 18- 18, the Chief of Staff shall have supervisory and disciplinary authority over the Administrative Officers. The Chief of Staff is an at-will political appointee with a term of two years and no term limits. He or she can be terminated at any time by a two-thirds vote of the Tribal Council in the manner set forth under Ordinance 18-18.

In the event of any conflict between this job description and Ordinance No. 18-18, the Ordinance shall prevail.

Specific Duties:

1. Subject to the limitation set forth in Ordinance No. 18-18 Supervisory and disciplinary authority over:
 - a. The Administrative Officers in the Office of the Chief of Staff;
 - b. The In-House Legal Counsel to the Chief of Staff; and
 - c. The Office Manager, Clerk/Receptionist, and Janitor in the Office of the Chief of Staff.
2. Carry out all functions assigned to the Chief of Staff in Ordinance No. 18-18.
3. Written report to the Tribal Council on a monthly basis.

Requirements and Knowledge:

1. Must possess a strong management background with successful experience in administration, management and supervision.
2. Required to possess excellent public relations skills, (both oral and written) to ensure positive communications with the constituency, leadership, and personnel of the Oglala Sioux Tribe.
3. Must be knowledgeable in Tribal government, federal programs, grants and contracts.
4. Must pass a drug and alcohol test.

5. Background check consistent with Federal Law.
6. Must be computer literate.
7. Must have knowledge of Lakota Culture and Language.
8. Must be able to apply for grants.

Qualifications:

1. Masters' Degree **preferred**, Bachelors' Degree in Administration, Management, Political Science, Government, Human Resource or related field **required**.
2. Four (4) years of supervisory experience.
3. A Valid Driver's License

Notice:

Submit **A.** Application **B.** Mailed in applications postmarked on the closing dated will be accepted. **C.** Attach all pertinent documentation required of Degrees & etc. to the OST Human Resource Department no later than 4:30 p.m. on the closing date. **D.** Appointees are subject to negative drug tests. **E. Complete your Background check with the OST Human Resource Background Investigation Office upon applying for the position. (INCOMPLETE PAPERWORK/PACKETS WILL NOT BE CONSIDERED.)**



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APPLICATION NOTICE

Please ensure you...

- ✓ 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 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- as required for sensitive positions. Unfavorable Adjudication shall be grounds for immediate termination as per Oglala Sioux Tribal Policy and Tribal Ordinance.
 - 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 preliminary background checks.
- ✓ Resumes must be complete. 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: |



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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 statues, 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.)



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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