



**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.oglalalakotatation.info](http://www.oglalalakotatation.info).

**Opening Date: April 8, 2019** **Closing Date: April 23, 2019**

|        |  |  |                             |
|--------|--|--|-----------------------------|
| 19-034 | District Administrative Assistant (3)    | Administration                           | Reservation Wide            |
| 19-035 | District Data Clerk                      | Administration                           | Porcupine CAP               |
| 19-036 | District Service Center Manager          | Administration                           | Wounded Knee CAP            |
| 19-037 | Economic Bus. & Dev. Committee Secretary | Administration OST Secretary's Office    | Pine Ridge, So. Dak.        |
| 19-038 | Law & Order Committee Secretary          | Administration OST Secretary's Office    | Pine Ridge, So. Dak.        |
| 19-039 | Mail Room Clerk                          | Administration OST Secretary's Office    | Pine Ridge, So. Dak.        |
| 19-040 | Office Manager                           | Chief of Staff Office                    | Pine Ridge, So. Dak.        |
| 19-041 | Clerk/Receptionist                       | Chief of Staff Office                    | Pine Ridge, So. Dak.        |
| 19-042 | Assistant Cook (2)                       | Department of Corrections/MRDC & JC      | Kyle & Pine Ridge, So. Dak. |
| 19-043 | Correctional Officer                     | Department of Corrections/AOF            | Pine Ridge, So. Dak.        |
| 19-044 | Correctional Officer (1 - Male)          | Department of Corrections/JDC            | Kyle, So. Dak.              |
| 19-045 | Correctional Officer (11)                | Department of Corrections/Justice Center | Pine Ridge, So. Dak.        |
| 19-046 | Correctional Officer                     | Department of Corrections/MRDC           | Kyle, So. Dak.              |
| 19-047 | Lead Correctional Officer                | Department of Corrections/Justice Center | Pine Ridge, So. Dak.        |
| 19-048 | Security Guard                           | Food Distribution                        | Pine Ridge, So. Dak.        |
| 19-049 | Highway Safety Specialist                | DPS - Highway Safety                     | Pine Ridge, So. Dak.        |
| 19-050 | Director                                 | Home Improvement Program                 | Pine Ridge, So. Dak.        |
| 19-051 | Clinical Nurse                           | Native Women's Health Care               | Rapid City, So. Dak.        |
| 19-052 | Licensed Practical Nurse                 | Native Women's Health Care               | Rapid City, So. Dak.        |
| 19-053 | Certified Nurse Assistant (CNA)          | Native Women's Health Care               | Rapid City, So. Dak.        |
| 19-054 | Administrative Assistant                 | Natural Resource Regulatory Agency       | Pine Ridge, So. Dak.        |
| 19-055 | Bailiff                                  | Tribal Court                             | Pine Ridge, So. Dak.        |
| 19-056 | Court Clerk (2)                          | Tribal Court                             | Pine Ridge, So. Dak.        |
| 19-057 | Intake Clerk                             | Tribal Court                             | Pine Ridge, So. Dak.        |
| 19-058 | Janitor (Part-Time)                      | Tribal Court                             | Pine Ridge, So. Dak.        |
| 19-059 | Court Clerk/ICWA                         | Tribal Court                             | Pine Ridge, So. Dak.        |

**RE-ADVERTISEMENTS**

|        |                                      |                          |                      |
|--------|--------------------------------------|--------------------------|----------------------|
| 17-153 | District Service Maintenance/Janitor | Administration           | Martin, So. Dakota   |
| 18-031 | Learning Center Supervisor           | Child Care & Development | Pine Ridge, So. Dak. |
| 18-075 | Secretary                            | Credit and Finance       | Pine Ridge, So. Dak. |
| 18-081 | Transfer Site Monitor                | Solid Waste Management   | Manderson, So Dak.   |
| 18-101 | Office Manager                       | OTITIS Media             | Pine Ridge, So. Dak. |
| 18-103 | Lead Cemetery Caretaker              | Veterans Cemetery        | Kyle, So. Dakota     |
| 18-113 | Director                             | Motor Fuels Program      | Pine Ridge, So. Dak. |
| 18-115 | Facility Manager/Custodian           | Revenue Department (FAO) | Pine Ridge, So. Dak. |
| 18-119 | EMS Field Supervisor                 | Ambulance Service        | Pine Ridge, So. Dak. |

**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)**

## Vacancy Announcement #19-034

Position: Administrative Assistant (3)  
(Non-exempt)

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

Program: OST Administration

Location: **Oglala District CAP**  
**Medicine Root District CAP**  
**LaCreek District CAP**

Opening Date: April 8, 2019

Closing Date: April 23, 2019

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### **General Description of Duties:**

The Administrative Assistant will work with District Service Center staff workers in providing support for federally funded programs that provide direct services to youth, elderly and the general public. The Administrative Assistant will work under the direct supervision of the District Service Center Manager.

### **Specific Duties:**

1. Provide direct assistance in operating or monitoring programs when the current program funding level does not provide adequate staffing to assure successful participation in the program. Programs to be emphasized are those for the elderly and youth.
2. Maintain filing system with information pertaining to information disseminated and enrollment and participation data.
3. Contact tribal programs for the purpose of obtaining program related information.
4. Provide assistance to district elected officials.
5. Service as intake for all request and applications from district members.
6. All other related duties as assigned by the Supervisor.

### **Requirements and Knowledge:**

1. Must be willing to undergo computer training.
2. Must have knowledge of office procedures and equipment.
3. Must be able to coordinate workshops and meetings with youth, elderly and the general public.
4. Must be able to understand and follow verbal and written instructions.
5. Must have good public speaking abilities.
6. Attend all district meetings.
7. Must be able to work with youth and elderly clients and must display a professional manner at all times.

### **Qualifications:**

1. Must have a GED certificate or high school diploma.
2. Qualified District members will be given priority in the selection. Proof of residency may be required.

### **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:**

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**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.**

## Vacancy Announcement #19-035

Position: District Data Clerk (1)  
(Non-exempt)

Salary: Grade Level 10/0  
(\$21,233 per annum)

Program: OST Administration

Location: **Porcupine District CAP**

Opening Date: April 8, 2019

Closing Date: April 23, 2019

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### General Description of Duties:

The District Data Clerk provides direct support to the district by maintaining the automated financial management system and providing accounting reports of fiscal transactions and preparing statistical data on enrollment, population characteristics, and other information as deemed necessary by the elected official. The District Data Clerk will be under the direct supervision of the District Service Center Manager.

### Specific Duties:

1. Process approved vouchers for payment through the automated accounting system.
2. Maintain cash disbursements journal, cash receipts journal, and general accounting ledger for all district monies. All of this activity is preformed through the automated accounting system.
3. Prepare a trial balance of accounting records on a monthly basis.
4. Prepare a comparative report of budgeted expenditures to actual expenditures and a comparative report of budgeted revenues to actual revenues received on a monthly basis.
5. Perform bank reconciliation of all district bank accounts on a monthly basis, such reconciliation being completed to the automated accounting records.
6. Review monthly trial balances of accounting records for reasonableness and identify required correcting entries for adjustments.
7. Serve as the primary district contact for the Tribe's external computer consultant and for the District Coordinator's Office regarding financially related matters.
8. Prepare other financial reports as required.

9. Maintain district automated system in operating order and work with the Tribe's external computer consultant on program upgrades and other areas to assure that the system is operationally sound.
10. Assist the elected district officials in preparing budgets by providing historical and projected financial data.
11. All other related duties as assigned by the Supervisor.

### Requirements and Knowledge:

1. Computer skills are required as well as the ability to operate business machines common to an office environment.
2. Must be knowledgeable in appropriate computer software programs.
3. Must be able to follow oral and written instructions.
4. Must possess public relation skills.

### Qualifications:

1. Must have a High School Diploma **or** GED with one (1) year of experience in basic accounting practices and budgeting.
2. Qualified District members will be given priority in the selection. Proof of residency may be required.

### 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)**

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**Vacancy Announcement #19-036**

Position: District Service Center Manager  
(Non-exempt)

Salary: Grade Level 13/0  
(\$23,541 per annum)

Program: OST Administration

Location: **Wounded Knee CAP**

Opening Date: April 8, 2019

Closing Date: April 23, 2019

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**General Description of Duties:**

The District Service Center Manager will be responsible for the overall operation of the District Service Center and will report directly to the District Service Center Supervisor.

**Specific Duties:**

1. Responsible for the general operation of the District Service Center building.
2. Responsible for time and attendance records of all District Service Center staff including the Elderly Site Manager.
3. Responsible for assuring that the District Service Center operates in a safe and efficient manner.
4. Responsible for enforcement of OST Ordinances and Resolutions and District policies for District Service Center staff.
5. Responsible for overall supervision for other program employees assigned to the District Service Center.
6. Will disseminate information to the general public about available programs, including data pertaining to enrollment or participation in the programs.
7. Work with district members and tribal, state and federal programs to determine whether services from these programs are being utilized to the optimum level.
8. Responsible for vehicles assigned to the District.
9. Approve requisitions for supplies for the District Service Center.

10. Be willing to collaborate with other entities.
11. All other related duties as assigned by the Supervisor.

**Requirements and Knowledge:**

1. Must possess supervisory and management skills.
2. Attend all district and community meetings.
3. Knowledge of Lakota Culture, Lakota Speaker preferred.
4. Must possess public relations skills.

**Qualifications:**

1. Must have an A. A. in Business Administration or a High School/GED with eight (8) years' experience in a related field.
2. Must possess a valid Driver's License and be insurable under the OST.
3. Qualified District members will be given priority in the selection. Proof of residency may be required.

**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)***

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**Vacancy Announcement #19-037**

Position: Economic & Business Development  
Committee Secretary  
(Non-exempt)

Salary: Grade Level 15/0  
(\$25,218 per annum)

Program: OST Secretary’s Office

Location: Pine Ridge, So. Dak.

Opening Date: April 8, 2019

Closing Date: April 23, 2019

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**General Description of Duties:**

The OST Economic & Business Development Committee Secretary will require general and routine office duties and will work under the direct supervision of the OST Secretary and the Standing Committee Chairman shall oversee the performance of the OST Economic & Business Development Committee Secretary.

**Specific Duties:**

1. Responsible for taking minutes of the Standing Committee meeting and transcribing said minutes; will be responsible for typing all correspondence and reports from rough draft, filing, general office duties, and adhering to the Tribe’s various administrative policies and procedures.
2. Responsible for adhering to all policies and procedures of the Tribe’s various departments, i.e. Personnel, Financial Accounting, Contracts, Procurement (Property and Supply) Revenue, Payroll, etc.
3. Responsible for managing the document flow for each of the various tribal programs the Standing Committee possesses policy oversight authority over.
4. Coordinate the Standing Committee’s activities at their direction, make appointments, travel arrangements, and maintain records and correspondence for the committee.
5. Act as receptionist and show professionalism in meeting the public and answering the telephone.
6. Ensure that accurate and professional work is done consistently on all materials.

7. Must be able to work on own initiative.
8. Other related duties as assigned.

**Requirements and Knowledge:**

1. Must have computer skills in word processing.
2. Must have knowledge of modern office procedures and equipment.
3. Must be able to type a minimum of 50 words per minute.
4. Must be able to understand and follow verbal and written instructions.
5. Must be able to maintain an accurate filing system.
6. Indian preference will be exercised in accordance with the Tribe’s Personnel Policies and Procedures.

**Qualifications:**

1. Associate of Arts Degree in Secretarial Science **preferred**. High School Diploma/GED with three (3) years’ experience in the secretarial field **required**.
2. A valid driver’s license required

**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)***

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## Vacancy Announcement #19-038

Position: Law & Order Committee Secretary  
(Non-exempt)

Salary: Grade Level 15/0  
(\$25,218 per annum)

Program: OST Secretary's Office

Location: Pine Ridge, So. Dak.

Opening Date: April 8, 2019

Closing Date: April 23, 2019

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### General Description of Duties:

The OST Law & Order Committee Secretary will require general and routine office duties and will work under the direct supervision of the OST Secretary and the Standing Committee Chairman shall oversee the performance of the OST Law & Order Committee Secretary.

### Specific Duties:

1. Responsible for taking minutes of the Standing Committee meeting and transcribing said minutes; will be responsible for typing all correspondence and reports from rough draft, filing, general office duties, and adhering to the Tribe's various administrative policies and procedures.
2. Responsible for adhering to all policies and procedures of the Tribe's various departments, i.e. Personnel, Financial Accounting, Contracts, Procurement (Property and Supply) Revenue, Payroll, etc.
3. Responsible for managing the document flow for each of the various tribal programs the Standing Committee possesses policy oversight authority over.
4. Coordinate the Standing Committee's activities at their direction, make appointments, travel arrangements, and maintain records and correspondence for the committee.
5. Act as receptionist and show professionalism in meeting the public and answering the telephone.
6. Ensure that accurate and professional work is done consistently on all materials.
7. Must be able to work on own initiative.

8. Other related duties as assigned.

### Requirements and Knowledge:

1. Must have computer skills in word processing.
2. Must have knowledge of modern office procedures and equipment.
3. Must be able to type a minimum of 50 words per minute.
4. Must be able to understand and follow verbal and written instructions.
5. Must be able to maintain an accurate filing system.
6. Indian preference will be exercised in accordance with the Tribe's Personnel Policies and Procedures.

### Qualifications:

1. Associate of Arts Degree in Secretarial Science **preferred**. High School Diploma/GED with three (3) years' experience in the Secretarial field **required**.
2. A valid driver's license required

### 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)**

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## Vacancy Announcement #19-039

Position: Mail Clerk  
(Non-exempt)

Salary: Grade Level 10/0  
(\$21,233 per annum)

Program: OST Secretary's Office

Location: Pine Ridge, So. Dak.

Opening Date: April 8, 2019  
Closing Date: April 23, 2019

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### **General Description of Duties:**

The Mail Clerk is under the direct supervision of the OST Secretary.

### **Specific Duties:**

1. Manage and maintain the Oglala Sioux Tribe mailroom.
2. Collect mail by 10:00 a.m. from the Pine Ridge Post Office; record on mail log of computer system and sort for distribution.
3. Take all outgoing mail to OST Treasurer's Office for postage, if any, and deliver to the Pine Ridge Post Office by 3:00 p.m.
4. Process necessary forms: Requisitions, Purchase Orders, Payables, Travel Advance, Travel Reports, Timesheets, etc.
5. Other related duties as assigned by the OST Secretary.

### **Requirements and Knowledge:**

1. Must have working knowledge of postal procedures.
2. Must be able to operate computer, copier, fax, typewriter and binding machine.
3. Must be able to utilize public relations skills in a positive manner.

### **Qualifications:**

1. Must be a High School graduate or have equivalent GED.

### **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)***

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## Vacancy Announcement #19-040

Position: Office Manager  
(Non-exempt)

Salary: Grade Level 27/0  
(\$38,106 per annum)

Program: Chief of Staff Office

Location: Pine Ridge, So. Dak.

Opening Date: April 8, 2019

Closing Date: April 23, 2019

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### **General Description of Duties:**

The Office Manager shall be directly responsible to and under the supervision of the Chief of Staff of the Oglala Sioux Tribe. The Office Manager will be responsible for the daily administrative functions of the Chief of Staff Office. The Office Manager will perform routine daily duties to ensure the efficiency of the Chief of Staff Office. The Office Manager will assist the Chief of Staff in completing daily tasks and assignments.

### **Specific Duties:**

1. Office Manager will ensure the administrative function of the Chief of Staff office by completing all routine assignments.
2. Office Manager will answer phones and direct calls to the appropriate staff in the Chief of Staff Office.
3. Office Manager will prepare all correspondence, reports, requisitions, travel authorizations and reports, time sheets, and all other documentation requiring Chief of Staff approval.
4. Office Manager will submit all necessary documentation to ensure the financial compliance of the Chief of Staff Office.
5. Office Manager will maintain a working schedule to monitor program directors travel and leave.
6. Office Manager will assist the file clerk in maintaining program files.
7. Office Manager will make arrangements for conferences and/or meetings as scheduled by the Chief of Staff.
8. Office Manager will maintain a daily/weekly schedule for the Chief of Staff.
9. Office Manager will act as custodian of information for all documentation submitted to and approved by the Chief of Staff.

10. Office Manager will assist the Chief of Staff in preparations for conferences, meetings, and administrative hearings.
11. Office Manager will perform other related duties as assigned by the Chief of Staff.

### **Requirements and Knowledge:**

1. Will have knowledge of current office practices, procedures, and equipment.
2. Will have knowledge of efficient public relations skills (both oral and written) to ensure positive communications with the constituency, leadership, and personnel of the Oglala Sioux Tribe.
3. Will have knowledge of OST Personnel Policies and Procedures and OST FAO Process.
4. Will have experience working with Microsoft Office Software.
5. Will have extensive typing skills.

### **Qualifications:**

1. Bachelor's Degree in Business Administration or related field **or** HS/GED and eight (8) years work experience
2. Must have a valid drivers' 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 of 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**)

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## Vacancy Announcement #19-041

Position: Clerk/Receptionist  
(Non-exempt)  
Salary: Grade Level 14/0  
(\$24,365 per annum)  
Program: Chief of Staff Office  
Location: Pine Ridge, So. Dak.

Opening Date: April 8, 2019  
Closing Date: April 23, 2019

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### General Description of Duties:

The Clerk/Receptionist will perform routine typing and clerical office duties. The Clerk/Receptionist will receive and file all incoming program statistics and data entry files. The Clerk/Receptionist will collect and provide statistical reports on all OST Programs using a manual and electronic filing system. The Clerk/Receptionist specific function is the upkeep and maintenance of all filing systems within the Chief of Staff Office. The Clerk/Receptionist will also be responsible for the organization and updating of all administrative files and forms. The Clerk/Receptionist will be under the direct supervision of the OST Chief of Staff.

### Specific Duties:

1. Establish and maintain an accurate and complete manual and electronic filing system for incoming correspondences on all Tribal and Federal programs.
2. Assist in maintaining office organization and appearance; record and file meeting minutes for the Chief of Staff.
3. Show professionalism in a courteous manner when greeting or meeting with employees and visitors. Dress in an accomplished conservative manner.
4. Responsible for all incoming and outgoing fax transmissions and receive and distribute mail for the Chief of Staff Office and maintain a commitment to serve full confidentiality.
5. Responsible for ordering and maintaining the inventory of office supplies and vendor services for the Chief of Staff Office and will be responsible for ordering and maintaining all office and electronic equipment.
6. Pick up and distribute payroll checks, vendor checks, mileage checks, approved purchase orders, approved requisitions, etc. for the Chief of Staff Office.
7. Receive and file all incoming program statistics and data entry files for all OST programs and compile and classify information for statistical reports and updates to the Chief of Staff.
8. Assist in all other daily office operations and perform all other related duties as requested.

### Requirements and Knowledge:

1. Must be prompt, dependable and willing to attend training in program related areas.
2. Must possess excellent verbal and written communication skills and be able to understand and follow oral and written instructions.
3. Must be computer literate and possess knowledge of computer software programs, i.e., Microsoft Word, Excel, Access, etc.
4. Must have great knowledge of office procedures and office equipment and have the ability to carry up to 30-70 pounds of boxes of equipment, files, and paper and office supplies.
5. Must have inventory, typing and filing skills with the ability to complete general administrative office memorandums and documentation including; Purchase Orders, Vouchers, Time and Travel Reports, Travel Authorizations, etc.
6. Must be knowledgeable with the OST Personnel Policies and Procedures Manual.
7. Must have the ability to establish and maintain an effective working relationship with the OST employees and the public.

### Qualifications:

1. Must possess a High School Diploma/GED with at least four (4) years of Clerical or Secretarial experience.
2. Must possess a valid Driver's License, pass a pre-employment drug screen and pass an employee background check.

### 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)**

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## Vacancy Announcement #19-042

Position: Assistant Cook (2)  
(Non-exempt)

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

Program: Department of Correction  
*Justice Center & MRDC*

Location: Pine Ridge & Kyle, So. Dak.

Opening Date: April 8, 2019

Closing Date: April 23, 2019

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### General Description of Duties:

Prepare three cooked meals each day for each prisoner incarcerated at the OST Adult Offenders Facility. All food shall be prepared in an adequate quantity, which is nutritiously balanced. The Assistant Cook may work long irregular hours, weekends, and frequently changing shifts; and assignments are subject to change without notice. The Assistant Cook works under the direct supervision of the Food Service Supervisor and all security and safety issues are governed by the Facility administrator and other ranking Correctional Staff.

### Specific Duties:

1. Coordinate preparation of all daily meals for Correctional Facility.
2. Perform cooking tasks, supervise inmate workers (only when assisting in the kitchen) and maintain records.
3. Prepare morning, noon and evening meals to be fed to inmates.
4. Prepare evening snacks for the diabetics.
5. Maintain the kitchen in a neat and clean manner in accordance with department policy and applicable federal health standards.
6. Follow orders from the Correctional Officer or ranking officers during crisis situations or when there is a concern or breach regarding safety and security of the facility, public, staff or inmates.
7. Plan menus for inmate meals taking into account food quantities, recipes, preparation times, serving instructions, nutritional health care requirements and visual appeal.
8. Abide by jail security requirements and practices.
9. Prepare meals to meet special dietary menus as directed by health care providers (doctor-dietician).
10. Keep appropriate records as established by department procedures.
11. Conduct daily inspection of kitchen.

12. Responsible for keeping their personal lives drug and alcohol free and maintain a high degree of professionalism and comply with the Code of Conduct, Ethics and General Code of Order.
13. May be called to duty in a crisis situation and/or weather conditions by the Food Service Supervisor, Lead Correctional Officer on duty, the Facility Administrator or Director of Corrections.

### Requirements and Knowledge:

1. Must be able to pass the Food Handlers Course within six (6) months of hire.
2. Must be able to follow directions.
3. Must have the ability to exercise mature judgment and retain poise in pressure or crisis situations.
4. Must be professional at all times.
5. Must be able to pass a physical and medical examination to rule out medical or physical conditions that may interfere or prevent from performing duties required.

### Qualifications:

1. Must have a High School diploma or GED.
2. Age limit 21 years or older.
3. Must possess a valid State Driver's License.
4. Must have no misdemeanor or convictions within the past year, excluding minor traffic violations.
5. Must have never been convicted of a felony crime.

### 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.**

## Vacancy Announcement #19-043

Position: Correctional Officer (1)  
(Non-exempt)

Salary: Grade Level 20/0 – 25/0  
(\$29,951 – \$35,572 per annum)

Program: OST Department of Corrections  
**Adult Offenders Facility/AOF**

Location: Pine Ridge, So. Dak.

Opening Date: April 8, 2019  
Closing Date: April 23, 2019

### General Description of Duties:

The Correctional Officer is responsible for the first-line supervision of criminal offenders in Correctional Institution. This involves a wide array of complex tasks related to all aspects of facility security, staff and inmate custody. This position is highly demanding because facility security, staff and inmate safety, and inmate care are directly dependent on the officer's skill in: 1) behavior management 2) leadership 3) crisis intervention 4) mediation 5) demonstration of fairness in all dealings with inmates 6) observation 7) time and task management 8) service referrals, and 9) documentation. The Correctional Officer is called upon daily to demonstrate each of these skills when working with inmates. The quality of the Officer's work is the foundation for effective direct supervision operations.

Inmates include male and females, both pre-adjudication and sentenced. Crimes range from tribal misdemeanor offenders to, in some instances, felony offenders, waiting transfer to federal courts/prisons. At times you will be dealing with inmates with handicap and physical/mental disabilities. The Correctional Officer has complete control over their assignment and post duties during their shift and maintains control over the inmates at all times. Lead Correctional Officer ensures that the work and methods used are accurate and in compliance with established procedures.

The Facility Administrator and Lead Correctional Officers provide continuing supervision by indicating what is to be done, specifying limitations, and prioritizing tasks. The supervisor provides additional, specific instructions for new or unusual tasks. The Correctional Officer uses initiative in carrying out recurring assignments independently but refers problems and life-threatening situations not covered by instructions to a supervisor for final decision or other assistance. The Correctional Officer is responsible to (in this order) Lead Correctional Officer or designee, Lead Correctional Officer in Charge, Facility Administrator then the Director of Corrections

### Specific Duties:

1. Enforce standards, rules, and regulations provided in Standard Operating Procedures-Inmate Handbook-Direct Supervision-Interpersonal Communication-Manual and other Pertinent Manual pertaining to correctional operations guideline.
2. Provide for facility safety and security by providing inmate supervision, searches, transportation, classification, proper intake process, proper releasing, sanitation duties, and counts, along with maintaining fire safety, key control, perimeter security, and compliance with inmate rules.
3. Provide physical restraint application, non-lethal implement application, interpersonal communication skills and hands on techniques for the safety of the facility, staff and inmates following training guidelines.
4. Provide for the admission of criminal offenders, assigned or ordered to the facility. These activities entail fingerprinting, recording personal data, and storing personal belongings.
5. Provide preliminary interviews for physical/mental health and classification assessments.

6. Provide, coordinate, and supervise inmate services, cell checks, suicidal watch, activities, and programs established by the Facility Program Guidelines, Policy and Procedure Manual, Inmate Handbook, Program Schedule and other established program guidelines approved by the administrator.
7. Supervise inmate movement, pat searches, visual search (in accordance with Policy and Procedures), maintain discipline and prevent the introduction of contraband into the facility. Instruct inmates in housekeeping, sanitation and in the proper use and care of tools and equipment used in performing unskilled or semi-skilled work inside or outside of the facility.
8. Provide orientation and training on facility rules and procedures to volunteers and employees providing services to the inmate population.
9. Work closely with other criminal justice, medical/mental, governmental, and community officials to ensure that the inmates' treatment or sentence requirements are being carried out according to the court's and/or program's direction.
10. Ensure that inmates are released from the facility according to established policies.
11. May work as assigned to intake, master control, transport, movement, and direct supervision officer by the Lead Correctional Officer on duty or commanding officer.

### Requirements and Knowledge:

1. Knowledge of commonly used federal and tribal laws and penal codes governing the incarceration of offenders.
2. Knowledge of basic correctional theory and techniques.
3. Ability to supervise and instruct inmates in a direct supervision environment.
4. Ability to learn standards and operational duties outlined in the Policy and Procedure Manual, Inmate Handbook, Direct Supervision Manual, Interpersonal Manual and other Manual established for the facility to govern inmates.
5. Must pass the Adult Offenders Training Program and the Indian Policy Academy Basic Correctional Officer Training Program within the first year of employment.

### Qualifications:

1. High School Diploma or G.E.D.
2. Must have a valid Driver's License.
3. Must be 19 years or older.
4. No misdemeanor or convictions in the past one (1) year, excluding minor traffic violations.
5. Must have never been convicted of a felony.

### 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.**

**Vacancy Announcement #19-044**

Position: Correctional Officer (Male -1)  
(Non-exempt)

Salary: Grade Level 20/0 - 25/0  
(\$29,951 - \$35,572 per annum)

Program: Department of Corrections/JDC  
*KiYuksa O'Tipi Reintegration Center*

Location: Kyle, So. Dak.

Opening Date: April 8, 2019  
Closing Date: April 23, 2019

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**General Description of Duties:**

The Correctional Officer is responsible for the prompt and orderly operations, safety and security of the inmates and facility. The Correctional Officer is under the immediate supervision of the Lead Correctional Officer and directly supervised by the Facility Administrator.

**Specific Duties:**

1. Responsible for, but not limited to, booking delinquent youths using the AEGIS Computer System, segregating youths, conducting pat and cell searches, cell checks, suicide watches, serving meals, medication dispensing, youth property storage, restraint application, inmate movement, assigning youth work assignments, completing the releasing inmate process and other duties pertaining to monitoring the youths.
2. Be willing to complete numerous paperwork such as telephone and visitor logs, meal counts, prisoner location verification report, daily activity logs, property inventory forms, admission forms, suicide screening forms, health screening forms, mental and sick call forms, daily statistics form, serious and facility incident reports and numerous forms that coincide with detention duties. All reports will be completed before tour of duty ends.
3. Be willing to ensure laundry duties are completed on a daily basis, monitor daily facility cleaning and complete inspections, store property properly, administer personal hygiene products, inventory all cleaning supplies, complete perimeter checks, communicate with the youth, and other duties pertaining to detention.
4. Address the daily public in a professional and courteous manner and be able to communicate with parent/guardian(s) and court personnel regarding juvenile cases.
5. Accompany and transport detained youth to the hospital for doctors' appointments, to the emergency room after hours, and be willing to stay with youth until properly relieved, and able to transport youth to and from BIA agencies relaying point.

6. Be willing to stay extra hours and be able to cover multiple areas if needed in case of an emergency, cover shifts during extreme weather.
7. Be willing to gain knowledge and adhere to the tribal penal code, facility policy and procedure manual, juvenile handbook, training requirements.
8. Be willing to participate in mandatory drug/alcohol testing.
9. Be willing to complete other related duties assigned by the Lead Correctional Officer or Facility Administrator.

**Requirements and Knowledge:**

1. Must have the ability to manage people, have a high moral standard, and be emotionally stable.
2. Must pass a physical examination submitted to the Department.
3. Indian Preference applies.
4. Bi-lingual in Lakota Language preferred.
5. Required to take Alcohol/Drug Test upon hire.
6. Must pass a background investigation check.
7. Must complete the Basic Correctional Officers Training Program at the Federal Law Enforcement Training Center in Artesia New Mexico with one (1) year of employment.

**Qualifications:**

1. Must have a High School diploma or equivalent GED.
2. Preferred but not limited to one (1) year of successful institutional penal care for inmates
3. **Must be twenty-one (21) years of age.**
4. No misdemeanor or convictions in the past one (1) year, excluding minor traffic violations.
5. Must have never been convicted of a felony.
6. 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.**

## Vacancy Announcement #19-045

Position: Correctional Officer (11)  
(Non-exempt)  
Salary: Grade Level 20/0 - 25/0  
(\$29,951 - \$35,572 per annum)  
Program: Department of Corrections  
*Justice Center Adult/Youth*  
Location: Pine Ridge, So. Dakota  
Opening Date: April 8, 2019  
Closing Date: April 23, 2019

### General Description of Duties:

The Correctional Officer is responsible for the first-line supervision of criminal offenders in detention or correctional institution. This involves a wide array of complex tasks related to all aspects of facility security, staff and inmate custody. Understand the sight and sound separation from adult and juvenile while incarcerated at the OST Justice Center, detention portion. This position is highly demanding, because facility security, staff and inmate safety, and inmate care are directly dependent on the officer's skill in, 1) behavior management 2) leadership 3) crisis intervention 4) mediation 5) demonstration of fairness in all dealings with inmates 6) observation 7) time and task management 8) service referrals, and 9) documentation. The Correctional officer is called upon daily to demonstrate each of these skills when working with inmates. The quality of the officer's work is the foundation for effective direct supervision operations.

Inmates include pre-adjudicated juvenile male, juvenile females, adult male and adult female with sight and sound separation. Crimes range from tribal misdemeanor offenders. In some instances, deal with felony offenders, waiting transfer to federal courts/prisons. At times you will be dealing with inmates with handicap and physical/mental disabilities.

### Specific Duties:

1. Responsible for, but not limited to, booking prisoners using the AEGIS Computer System, segregating inmates, conducting pat and cell searches, cell checks, suicide watches, serving meals, medication dispensing, inmate property storage, restraint application, inmate movement, assigning inmates work assignments, completing the releasing inmate process and other duties pertaining to monitoring the inmates.
2. Be willing to complete numerous paperwork such as telephone and visitor logs, meal counts, prisoner location verification report, daily activity logs, property inventory forms, admission forms, suicide screening forms, health screening forms, mental and sick call forms, daily statistics form, serious and facility incident reports, and numerous forms that coincide with detention duties. All reports will be completed before tour of duty ends.
3. Be willing to ensure laundry duties are completed on a daily basis, monitor daily facility cleaning and complete inspections, store property properly, administer personal hygiene products, inventory all cleaning supplies, complete perimeter checks, communicate with the inmate, and other duties pertaining to detention.
4. Address the public in a professional and courteous manner and be able to communicate with parent/guardian(s) and court personnel regarding juvenile and adult cases.

5. Accompany and transport detained inmates to the hospital for doctors' appointments, to the emergency room after hours, be willing to stay with inmate until properly relieved, and be able to transport inmate to and from JDC for youth in Kyle or the AOF if adult.
6. Be willing to stay extra hours and be able to cover multiple areas if needed in case of an emergency, cover shifts during extreme weather.
7. Be willing to gain knowledge and adhere to the tribal penal code, facility policy and procedure manual, juvenile handbook, training requirements, and be willing to complete the Indian Country Correctional Officers Training Program at the Federal Law Enforcement Training Center in Artesia New Mexico with one (1) year of employment.
8. Be willing to participate in mandatory drug/alcohol testing.
9. Be willing to complete other related duties assigned by the Lead Correctional Officer, Facility Administrator or Director of Corrections.

### Requirements and Knowledge:

1. Preferred but not limited to one (1) year of successful institutional penal care for inmates
2. Must have the ability to manage people, have a high moral standard, and be emotionally stable.
3. Must pass a physical examination submitted to the department.
4. Indian Preference applies.
5. Bi-lingual in Lakota Language preferred.
6. Required to take Alcohol/Drug Test upon hire.
7. Must pass a background investigation check.

### Qualifications:

1. Must have a High School diploma or equivalent GED.
2. Must be twenty-one (21) years of age.
3. Must have a valid driver's License.
4. No misdemeanor or convictions in the past year, excluding minor traffic violations.
5. Must have never been convicted of a felony.

### 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**

## Vacancy Announcement #19-046

Position: Correctional Officer (Male – 1)  
(Non-exempt)

Salary: Grade Level 20/0 - 25/0  
(\$29,951 – \$35,572 per annum)

Program: Department of Corrections  
*Medicine Root Detention Center*

Location: Kyle, So. Dakota

Opening Date: April 8, 2019

Closing Date: April 23, 2019

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### General Description of Duties:

The Correctional Officer is responsible for the prompt and orderly completion of routine jail operations. The Correctional Officer is under the immediate supervision of the Lead Correctional Officer and directly supervised by the Facility Administrator.

### Specific Duties:

1. Responsible for, but not limited to, booking inmates, finger printing, photographing, segregating inmates, pat searches, cell checks, suicide watches, serving meals, medication dispensing, inmate property storage, restraint application, inmate movement, assigning work assignment and other duties pertaining to inmate monitoring.
2. Be willing to complete numerous paperwork such as telephone logs, visitation logs meal counts, daily inmate roster form, daily logs, inmate property form, admission forms, suicide screening form, health screening form, mental and sick call forms and numerous other forms that coincide with detention duties.
3. Be willing to ensure laundry duties are completed, monitor daily facility cleaning, address the daily public in a professional and courteous manner, store inmate property, administer personal hygiene products, inventory all cleaning products, complete perimeter checks, transport and escort inmates to the hospital, communicate with inmates and other duties pertaining to detention.
4. Be willing to gain knowledge of and adhere to the tribal penal code, facility standard operating procedures, training requirements, and complete cash bond process.
5. Maintain a drug and alcohol-free lifestyle.

6. Be willing to complete other related duties assigned by the Lead Correctional Officer, Facility Administrator or Director of Corrections.

### Requirements and Knowledge:

1. Must have the ability to manage people, have a high moral standard, and be emotionally stable.
2. Must pass a physical examination submitted to the Department.
3. Indian Preference applies.
4. Bi-lingual in Lakota Language preferred.
5. Required to take Alcohol/Drug Test upon hire and randomly thereafter.
6. Must be willing to maintain a high degree of confidentiality and professionalism
7. Complete the Basic Correctional Officers Training Program administered by the Bureau of Indian Affairs in Artesia, New Mexico within 1 year of employment.

### Qualifications:

1. High School Diploma or G.E.D.
2. Must have a valid Driver's License.
3. Must be 19 years or older.
4. No misdemeanor or convictions in the past one (1) year, excluding minor traffic violations.
5. Must have never been convicted of a felony.

### 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.**

## Vacancy Announcement #19-047

Position: Lead Correctional Officer  
(Non-exempt)

Salary: Grade Level 30/0 – 30/3  
(\$42,248 - \$46,841 per annum)

Program: Department of Corrections  
*Justice Center*

Location: Pine Ridge, So. Dak.

Opening Date: April 8, 2019

Closing Date: April 23, 2019

### General Description of Duties:

The primary function of this position is to provide Lead Correctional Officer functions. Incumbent will furnish guidance to correctional officers during duty hours regarding policy and procedures, overall adult and juvenile operation, inmate management and safety and security issues.

### Specific Duties:

1. As a supervisor, incumbent is responsible to the Facility Administrator in assuring that work assignments of Correctional officers are carried out by distributing the workload among employees in accordance with established Standard Operating Procedures.
2. Reviews the status priorities, instructs employees on specific tasks and job techniques, makes available written instructions, gives on the job training to new employees in accordance to established procedures and practices.
3. Governs the facility regarding correctional operation, crisis situations, and public on facility grounds or in the facility, oversight of staff, movement, food service and perimeter security.
4. Approves employee annual, sick and emergency leaves, resolves informal complaints.
5. Reports to the Facility Administrator the performance, progress and training needs of employees, obtains assistance from the Facility Administrator on problems that may arise.
6. As a supervisor, incumbent governs and is able to perform and complete a wide range of correctional officer's duties and able to make good sound correctional decisions.
7. The Lead Correctional Officer enforces standards, rules, and regulations provided in the Standard Operating Procedures, Inmate Handbook, Direct Supervision, Interpersonal Communication, and other Pertinent Manual pertaining to correctional operations guideline.
8. The Lead Correctional Officer ensure that inmate supervision, searches, transportation, classification, proper intake process, proper releasing, sanitation duties, and counts, along with maintaining fire safety, key control, perimeter security, and compliance with inmate rules are being carried out.
9. Lead Correctional Officers ensures physical restraint application; non-lethal implement application, interpersonal communication skills and hands on techniques for the safety of the facility, staff and inmates are in compliance with training and Standard Operating Procedures.
10. Lead Correctional Officer may be required to complete the duties of a Correctional Officer due to shortage of staff or crisis situations.

### Requirements and Knowledge:

1. Knowledge of the body of laws, training requirements, program awareness, inmate handbook, Adult and Juvenile detention

standards, Standard Operating Procedures, direct supervision principles, operational activities, constitutional rights of individuals and Indian civil rights act.

2. Knowledge in the basic principles and techniques of inmate care, direct supervision concept, policy and procedures, inmate management, interpersonal communication concept and knowledge of first aid including CPR.
3. Ability to instruct and train others in daily facility operations and activities.
4. If claiming Indian preference must have proof of tribal membership
5. The incumbent is responsible for keeping their personal lives drug and alcohol free and maintaining a high degree of professionalism. Will be required to take an Alcohol and Drug Test randomly
6. Incumbent is charged with the responsibility of enforcing the drug and alcohol policy as a supervisor and will advise staff of the Zero Tolerance for alcohol and drugs.
7. Knowledge of commonly used federal/tribal laws and OST penal codes governing the incarceration of adult and juvenile offenders.
8. Ability to document reports, maintain accurate records, and communicate verbally with staff and other agencies.
9. Work involves, typically on a shift rotation basis, abnormal hours, variety of moderately difficult assignments. Such assignments require proficiency in the application of correctional skills in supervising Correctional Officer regarding work assignments.
10. Is required to pass a physical and medical examination due to medical or physical condition that may interfere or prevent incumbent from performing the duties required.

### Qualifications:

1. High School Diploma or G.E.D with four (4) years' experience working in a Direct Supervision Correctional Facility and have completed the Basic Correctional Officer Training Program at the Federal Law Enforcement Training Center in Artesia, New Mexico, or an AA degree in the Criminal Justice or a related field and one (1) year experience working in a Direct Supervision Correctional Facility and must have completed the Basic Correctional Officer Training Program at the Federal Law Enforcement Training Center in Artesia, New Mexico.
2. Must have a valid driver license.
3. No misdemeanor or convictions in the past year, excluding minor traffic violations
4. Must have never been convicted of a felony crime

### 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.

## Vacancy Announcement #19-048

Position: Security Guard  
(Non-exempt)

Salary: Grade Level 10/0  
(\$21,233 per annum)

Program: Food Distribution

Location: Pine Ridge, So. Dak.

Opening Date: April 8, 2019  
Closing Date: April 23, 2019

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### **General Description of Duties:**

The Security Guard will be responsible for the general protection of the OST Food Distribution warehouse and premises to prevent theft, illegal entry and vandalism and any infraction of rules established by the program. The Security Guard will be under the direct supervision of the Food Distribution Foreman.

### **Specific Duties:**

1. Make periodic patrol of warehouse grounds and building for inspection of doors, windows, etc., to ensure security and protection.
2. Make periodic checks on freezers and coolers, security guards will be responsible for these on their shifts.
3. Responsible for notifying police or fire department, if necessary.
4. Tour of duty will be assigned by the Foreman.
5. Perform other related duties assigned by the immediate supervisor.

### **Requirements and Knowledge:**

1. Must abide by all policies and guidelines of the program and the OST Personnel Policies and Procedures.
2. Must be able to follow verbal and written orders and instructions.
3. Must be able to maintain a good working relationship with other employees and with the public.
4. Must be able to accurately fill out the forms provided by the Tribe's Office when applicable.
5. Must be reliable, responsible and honest.

### **Qualifications:**

1. Must possess a High School Diploma or GED Certificate.

### **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 urinalysis 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.**



## Vacancy Announcement #19-049

Position: Highway Safety Specialist  
(Non -exempt)

Salary: Grade Level (27/0)  
(\$38,106 per annum)

Program: Department of Public Safety  
Law Enforcement Services –  
BIA Highway Safety Grant

Location: Pine Ridge, So. Dakota  
(Pine Ridge Reservation)

Opening Date: April 8, 2019

Closing Date: April 23, 2019

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### General Description of Duties

This position is under the direct supervision of the Captain of Highway Safety, Department of Public Safety. Will create and present school, tribal, and community presentations, assist the HSOs in Observational Seatbelt surveys, responsible for planning, scheduling, and advertising public and community events on traffic safety awareness. This position is responsible for maintaining a flex schedule to ensure that during mobilizations data is collected and prepared for input and analysis. Responsible for contacting schools, officials, communities and setting up schedules for presentations, health fairs, and community awareness. Must be able to give presentations and speak publicly

### Specific Duties:

1. This position has the duties and responsibilities of providing education and outreach to communities through presentations and awareness.
2. Coordinates with the GIS Specialist on location and conditions of crash sites and DWI/DUI arrest sites to pin point problem areas.
3. Will work closely with the Captain of Highway Safety, Project Coordinator, and Highway Safety Officers.
4. This position will have access to the law enforcement reporting database for statistical purposes.
5. Type, proofread and process variety of statistical charts and graphs.
6. Utilize computers and computer software to perform and complete tasks in Microsoft Office, Excel, Outlook, PowerPoint, Publisher, TRACs, and Zuercher software modules.
7. Enter all traffic citation data, crash data, and DWI/DUI data into a database to track and analysis.
8. Collaborate with tribal entities on traffic safety issues.
9. Will create presentations for HSOs to present at school, tribal and community events.
10. Ability to work independently without constant supervision and able to make decisions using good judgement.
11. Conduct community awareness and give presentations on Highway Safety topics and issues.

12. Will perform related duties as assigned.

### Requirements and Knowledge:

1. Must have knowledge and experience working in statistical database
2. Must have excellent computer and electronic skills.
3. Physically capable of handling job requirements, working outdoors in inclement weather.
4. This position will review and fully understand the Oglala Sioux Tribe Traffic Ordinance and all Federal and State requirements regarding traffic violations and crash data input.
5. Adheres to the confidentiality of information, follows OST Policies & Procedures, and abides by all the requirements of the BIA IHSP Agreement.
6. Have basic mathematical skills.
7. Must have to ability of extracting, compiling raw data for purposes of obtaining constructive information that can be applied to formulating conclusions, predicting outcomes or supporting decisions.
8. Must have the ability to communicate concisely and clearly both orally and in writing.
9. Must comply with the Drug Free Policy and submit to random drug testing.
10. Must pass a background investigation and be properly adjudicated in accordance with 25 CFR.

### Qualifications:

1. High School Diploma/GED with four (4) years of work-related experience **required**
2. Associate Degree **preferred**,
3. Must have a valid driver's license
4. Must be **twenty-one (21) years** of age.
5. Must have no felony convictions in lifetime
6. Never been convicted of domestic violence
7. Must have no misdemeanors in the past year.

### 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**

## Vacancy Announcement #19-050

Position: Director  
(Exempt)

Salary: Grade Level 27/0  
(\$38,106 per annum)

Program: Home Improvement Program (HIP)  
Location: Pine Ridge, So. Dak.

Opening Date: April 8, 2019  
Closing Date: April 23, 2019

### General Description of Duties:

The Director shall be responsible for the overall administration and supervision of the Home Improvement Program. The Director's primary duties shall include the planning, development and execution of assignments for housing development and housing improvement projects, and for the inspection of housing construction to ensure that construction is proceeding according to plans and specifications and that construction practices and procedures are in effect. The HIP Director will be under the direct supervision of the OST Administrative Officer for the Health and Human Services Programs.

### Specific Duties:

1. Responsible for the administrative functions of the Home Improvement Program, such as contract and proposal writing, and maintaining a close working relationship with the OST HHS Committee, OST/BIA Contract Office and the OST Financial Accounting Office to ensure the program functions and operations are within the funding guidelines of the Home Improvement Program.
2. Will be required to submit for one grant opportunity annually.
3. Prepare and submit statistical and narrative reports to the proper Tribal and BIA agencies as well as monthly progress reports to the OST HHS Committee, OST/BIA Contracts Office, the OST FAO, and the OST Administrative Officer for the Health and Human Services Programs.
4. Aggressively seek applicants for participation in the Home Improvement Program.
5. Coordinate efforts with other Federal housing programs such as HUD, IHS, VA, CDBG, FHA, FmHA and other resources to assist in the cost of improvement and development.
6. Maintain records of property, cost of materials, inventory and must maintain files of repair work accomplished by the program as well as the work that is pending.
7. Maintain records of materials purchased for program use and the material distributed to the individual and/or repair work performed for the home owners so that the program stays within the guidelines as set forth in the criteria and administrative guidelines set forth as part of each contract.

### Requirements and Knowledge:

1. Must possess knowledge of establishing and maintaining cuff accounts and be familiar with financial report writing, budget modifications, etc.
2. Must possess good communication skills.
3. Must possess grant/proposal writing skills.
4. Must possess administrative experience relative to administering contracts/grants.
5. Possess knowledge of appropriate i.e. Circulars A-87 & A-133 and other circulars pertinent to contract/grant.
6. Knowledge of PART (Performance Assessment Rating Tool) per OMB regulations, if applicable.
7. Knowledge of GPRA (Government Performance Rating Assessment) per OMB regulations, if applicable.
8. Knowledge of OST Management Systems and enforcement of Manuals.
9. Must have knowledge of appropriate laws, codes, regulations and directives governing the renovations, construction, acquisition and utilization of tribal housing in widely scattered rural communities with diverse cultural and traditional customs.
10. Must have knowledge of housing construction techniques, methods, building materials and ability to inspect sites and building construction to determine proper and efficient design, materials and workmanship.
11. Lakota speaker preferred.

### Qualifications:

1. Bachelor's Degree or High School/GED and minimum of eight (8) years' experience in administration, management and supervisory capacity.
2. Must have a valid Driver's License and be insurable under OST.

### 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 urinalysis 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.**

## Vacancy Announcement #19-051

Position: Clinical Nurse  
(Non-exempt)

Salary: Grade Level 38/0  
(\$55,633 per annum)

Program: Native Women's Health Care  
Location: Rapid City, So. Dak.

Opening Date: April 8, 2019  
Closing Date: April 23, 2019

### General Description:

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This position is at the Native Women's Health Care Clinic in Rapid City, SD. The Clinical Nurse performs primary functions of a Registered Nurse in assessing, planning, implementing and evaluating the care of patients. Assignment is in the OB/GYN Clinic. The Clinical Nurse is responsible for meeting established Unit Standards of Nursing Practice; manages supplies and equipment and promotes teamwork with the primary care providers, personnel of other departments and the patient community. The Clinical Nurse will be under the direct supervision of the Nurse Manager.

### Specific Duties:

1. Assess patient care needs and adjust staff assignments appropriately, consulting with the Nurse Manager as necessary.
2. Assess the delivery of nursing care; identifies problems and opportunities for improvement.
3. Assess the biophysical, psychosocial, emotional, educational, spiritual, and cultural aspects of the patient.
4. Serve on committees and assist in the review and revision of nursing policies and procedures as directed by the Nurse Manager.
5. Participate in problem solving to make improvements in the delivery of patient care in collaboration with the staff and nursing administration.
6. Plan and develop objectives for professional growth.
7. Implement nursing interventions base on Clinic Patient Care Standards.
8. Participate in activities to improve nursing services.
9. Consult with primary care providers and other healthcare professional to coordinate diagnostic and therapeutic regimes for patients.
10. Promote harmonious relationships and professional attitudes among the healthcare team.
11. Support and adhere to established policies and procedures.
12. Assist with the orientation of new employees.
13. Participate and contribute to Performance Improvement activities.
14. Operate specialized equipment such as fetal heart monitors, physiological measurement monitors and diagnostic equipment. Maintain equipment checklists.
15. Maintain professional knowledge and proficiency through continuing education, staff meetings and workshops. Maintain current professional license.
16. Document observations, nursing interventions, therapeutic measures administered and patient response to treatment of nursing care in medical record and EHR.
17. Able to organize emergency services
18. Participate in the evaluation of in-service education services and other nursing policies and procedures.

19. Assist in the evaluation of employee performance (Peer Review).
20. Assist with new employee and student orientation.
21. Other related duties as assigned by the immediate supervisor.

### Requirements and Knowledge:

1. Professional knowledge of established nursing care principles, practices and procedures required to assess the patients' physical, emotional, spiritual, and socio-cultural needs.
2. Must have knowledge of the developmental concepts of the adolescent and adult life phases as related to pregnancy.
3. Must have knowledge of the normal course of pregnancy anticipated complications and indicated therapeutic interventions.
4. Must have knowledge of a wide variety of pharmaceuticals, their desired effects, side effects and complications of their use.
5. Must have knowledge of the nursing process and skill to use it in the development of plans for nursing care of patients.
6. Must have the ability to communicate and interact with all members of the multidisciplinary healthcare team.
7. Must have the ability to recognize adverse signs and symptoms and to react promptly in emergency situations.
8. Must have skills in triage to effectively evaluate patient problems and conditions in order to prioritize patient needs.
9. Must have the ability to teach and counsel patients and healthy individuals in order to encourage patients to assume responsibility for their own health status and help patients understand disease prevention and health maintenance.
10. Must have skills in operating specialized equipment, fetal heart monitor, assisting providers with colposcopy, loop excision biopsies, etc.
11. Must have the ability to independently plan and provide comprehensive nursing care without specific instructions.
12. Must have the ability to provide nursing care with the full range of professional nursing proficiency.
13. Must have computer skills.

### Qualifications:

1. South Dakota Board of Nursing Licensure as a Registered Nurse required
2. Four (4) years of experience working in a health care facility
3. Must have a valid driver's license
4. Must have no prior felony convictions in the last five years.
5. Must have no misdemeanor convictions in the past one (1) year. (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. 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:

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## Vacancy Announcement #19-052

Position: Licensed Practical Nurse (2)  
(Non-exempt)

Salary: Grade Level 27/0  
(\$38,106 per annum)

Program: Native Women's Health Care  
Location: Rapid City, So. Dak.

Opening Date: April 8, 2019

Closing Date: April 23, 2019

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### General Description:

The Licensed Practical Nurse (LPN) position is at the Native Women's Health Care Clinic in Rapid City, SD. The LPN works collaboratively with the Nurse, Physicians, Nurse Midwives and other providers to coordinate the flow of patients through the clinic. The LPN performs all duties in a professional manner according to established policies and procedures. The Licensed Practical Nurse will be under the direct supervision of the Nurse Manager.

### Specific Duties:

1. Professional attire, nursing uniform/scrubs, name tag should be worn daily.
2. Work indoors in well lit, ventilated office areas, subject to frequent interruptions.
3. Involvement with patients, family members, personnel, visitors and may work with uncooperative patients and/or family members.
4. May be scheduled to work with Midwife or Doctor, assisting with procedures.
5. Work closely with clinic staff ancillary services, patients, family members and outside agencies and representatives.
6. Maintain patient confidentiality.
7. Arrive on time.
8. Perform general nursing care to patients. This may include noninvasive procedures, i.e. external fetal monitoring, filling out forms, documenting patient information, reviewing data on the computer system as well as additional clerical duties.
9. Prepare equipment and aids provider during treatment, examination and testing of patients. This also includes cleaning of equipment and supplies used.
10. Maintain timely flow of patients. Assist in scheduling when appropriate and assist the reception staff to triage patients needing to be seen in a timely manner
11. Greet patients and prepare them for provider examination and screen patients for appropriate information. Document each patient visit with vital signs, allergy history and medical history in the medical record. Instruct the patient on collection of samples, lab and x-ray testing and assist in scheduling and documenting such in the medical record/EHR.
12. Maintain and review the patient record and other information necessary for continuity of care.
13. Maintain exam rooms for necessary supplies and material and ensure cleanliness. Prepare a list of supplies needed for the practice and maintain surgical instrument by cleaning, wrapping and autoclaving them.
14. Attend all mandatory meetings and in-services. Attend a minimum of one educational program annually and participate in professional development activities.
15. Other related duties as assigned by the immediate supervisor.

### Requirements and Knowledge:

1. Must possess knowledge of clinic operations, medical and nursing.
2. Must have knowledge of medicine and nursing practice in order to provide patient care and treatment.
3. Must have knowledge of examination, diagnostic and treatment room procedures.
4. Must have the ability to screen incoming calls for referral to the nurse or physicians.
5. Must have knowledge of medications and their effects on patients.
6. Must have knowledge of patient's education principles to develop a self-care program.
7. Must have knowledge of common safety hazards and precautions to establish a safe working environment.
8. Must have skills in administering a wide variety of treatments and medications as directed.
9. Must have skills in using various types of equipment for examination and treatment procedures.
10. Must have skills in taking vital signs.
11. Must have skills in maintaining records.
12. Must have skills in establishing and maintaining effective working relationships with patients, medical staff and public.
13. Must have the ability to recognize problems and recommend solutions.
14. Must have the ability to react calmly and effectively in emergency situations.
15. Must have the ability to communicate clearly.
16. Must possess hearing/sight, senses or use of prosthetics that will enable these senses to function adequately to perform job requirements.
17. Must be flexible in working hours when necessary, and to assume additional duties/responsibilities as assigned. The clinic is open Monday through Friday, 8:00am – 4:30pm. Working beyond 4:30pm is a possibility for some practices.
18. Must have the ability to communicate verbally or in writing using the English language.

### Qualifications:

1. South Dakota Board of Nursing Licensure in Licensed Practical Nurse required
2. Five (5) years of experience working in a health care facility
3. Must have a valid driver's license
4. Must have no prior felony convictions in the last five years.
5. Must have no misdemeanor convictions in the past one (1) year. (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. 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:

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## Vacancy Announcement #19-053

Position: Certified Nurse Assistant (1)  
(Non-Exempt)

Salary: Grade Level 16/0  
(\$26,100 per annum)

Program: Native Women's Health Clinic  
Location: Rapid City, So. Dak

Opening Date: April 8, 2019  
Closing Date: April 23, 2019

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### General Description of Duties:

The Certified Nurse Assistant (CNA) position is at the Native Women's Health Clinic in Rapid City, SD. The CNA works collaboratively with the Nurse, Physicians, Nurse Midwives and other providers to coordinate the flow of patients through the clinic. The CNA performs all duties in a professional manner according to established policies and procedures. The CNA will be supervised by the Nurse Manager.

### Specific Duties:

1. Maintain patient Privacy and Confidentiality at all times.
2. Perform general patient care which may include vital signs, external fetal monitoring, blood glucose testing, chole-sticks, urine HCGs and lab testing.
3. Screen patients for chief complaints, vital signs, HCG or urine testing as indicated, LMP, Pain, G-P-A-L, documenting in the appropriate location of PCCs, Hollister, and NWHC Chart and EHR.
4. Review chart at time of screening for outstanding lab reports, etc. Obtain copies from RN or unit clerk
5. Prepare patients for examination, explaining what is to be expected during the exam. Screen for activity level, second hand smoke, tobacco use, depression, alcohol use, and intimate partner violence.
6. Prepare equipment needed in exam rooms and aids provider during treatment, examination and testing of patients. This may include annual exams, endometrial biopsy, Colposcopies, IUD insertions, FFN, HSV cultures, and minor surgical office procedures.
7. Cleans contaminated and/or used medical equipment according to the procedures outlined and performs appropriate packing and sterilization.
8. Maintain exam rooms for standardized supplies and materials. Check for expired supplies and remove from rooms.
9. Maintain an adequate supply of medical supplies by monitoring available user levels, preparing a list of supplies needed, typing requisitions and placing the orders in cooperating with the identified vendor.
10. When supply orders are delivered, must check in supplies assuring accurate receipt, place supplies in the proper storage areas.
11. Date stamps all labs as received via RC IHS lab. Prepares all lab reports for RN review by evaluating for restricted charts, copying all age specific Pap smears for AWC file, log in all tissues, GC/CT, GBS on Lab log book.
12. Maintain surgical instrument sterility by cleaning, wrapping and autoclaving them according to the established procedures
13. Perform autoclave spore testing monthly, log results. Abnormal results are to be reported immediately to the Nurse Manager, and

all involved sterile instruments removed immediately from patient care areas.

14. Attend all mandatory meetings and in-services. Attend a minimum of one educational program annually. Participate in professional development activities.
15. Other related duties as assigned by the immediate supervisor.

### Requirements and Knowledge:

1. Must possess knowledge of clinic operations.
2. Must have knowledge of examination, diagnostic, and treatment room procedures.
3. Must have the ability to screen incoming calls for referral to the nurse or physician.
4. Must have knowledge of common safety hazards and precautions to establish a safe working environment.
5. Must have skills in using various types of equipment for examination and treatment procedures
6. Must have skills in taking vital signs.
7. Must have skills in maintaining records utilizing legal documentation practices and documentation in patients' chart and in EHR as appropriate.
8. Must have skills in establishing and maintaining effective working relationships with patients, medical staff and the public.
9. Must have the ability to recognize problems and recommend solutions.
10. Must have the ability to react calmly and effectively in emergency situations.
11. Must possess hearing/sight, senses or use of prosthetics that will enable these senses to function adequately to perform job requirements.
12. Must be flexible in working hours when necessary, and to assume additional duties/responsibilities as assigned. The clinic is open Monday through Friday, 8:00 am – 4:30 pm. Working beyond 4:30pm is a possibility for some practices.
13. Able to communicate verbally or in writing using the English language.

### Qualifications:

1. Must have a High School Diploma or GED.
2. Certification as a Nurse's Aide (CNA)
3. Must have a valid driver's license
4. Must have no prior felony convictions in the last five years.
5. Must have no misdemeanor convictions in the past one (1) year. (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. 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:

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## Vacancy Announcement #19-054

Position: Administrative Assistant  
(Non-exempt)  
Salary: Grade Level 10/0  
(\$21,233 per annum)  
Program: Natural Resources Regulatory Agency  
Location: Pine Ridge, So. Dak.

Opening Date: April 8, 2019  
Closing Date: April 23, 2019

### General Description of Duties:

The Administrative Assistant (AA) provides overall administrative assistance to the Natural Resources Director with Agency and associated departments' tasks, objectives and activities. Duties will cover existing, as well as any newly created contracts or grants, including, but not limited to, the Water Resources Department, Badlands Bombing Range Department, and Tribal Historic Preservation Office.

The AA may be required to work long and irregular hours performing office and other assigned duties. The AA must ensure accurate, timely, and professional work is accomplished on assigned duties. The AA must be willing to obtain and complete training as it pertains to the position. The AA is under the direct supervision of the Natural Resources Director.

### Specific Duties:

1. Serve as designated staff to answer telephone calls, direct and screen each call to the appropriate staff letting them know who is calling. Record all in-coming calls and take messages when other Agency staff is unavailable.
2. Initial staff member that greets the general public and visitors to the office, and directs inquiries to the responsible Agency staff.
3. Provide clerical support such as, but not limited to typing assistance, making copies, sending facsimiles, picking up deliveries through Property & Supply, and routing documents on behalf of other Agency staff.
4. Assist with maintaining a data management / filing system for all documents and reports pertaining to the Agency and associated departments and other office related activities.
5. Assist the Office Manager, as directed by the NR Director in researching, coordinating and preparing information and relevant material to be acted on by the Natural Resources Director and other staff. Ensure that time sensitive documents and material are prioritized.
6. Serve as designated staff to collect incoming information and correspondence from post office, Tribal mail boxes and other drop off locations. Responsible for routing to appropriate in-house staff or other entities as needed.
7. Ensure that office and other public areas are kept clean, request additional cleaning supplies as needed. Can delegate some cleaning duties to TANF and/or WIA workers.
8. Responsible for sending out-going correspondence via postal mail, ensuring proper copies are made, proper designation and destination on envelopes, and proper postage rates are made prior to mailing out. Ensure post office box rental and postal supplies are maintained.

9. Assist other Agency staff with function of permitting processes to receive application/filing fees, permit fees and payments, then producing the receipts to those served, and depositing such revenue to the OST Treasurer's Office, with a deposit receipt for Agency records.
10. Assist other Agency staff with completion and submittal of Financial Management documents such as Requisitions, Accounts Payable Vouchers, Travel Authorizations/Reports, and other relevant documents to Tribal building.
11. Serve as alternate to receive payroll checks in absence of Office Manager.
12. Ensure that message boards are kept up and updated information is posted, including but not limited to memorandums, notices, meetings, outreach material, newsletters, brochures, etc.
13. Perform other Agency related duties as assigned by the Natural Resources Director.

### Requirements and Knowledge:

1. Prefer applicant to be computer literate, i.e. all Word applications such as Outlook, Excel, PowerPoint, Access, Publisher, Picture Manager, etc.
2. Must have excellent documenting, writing, and organizational skills. Prefer applicant who can type efficiently.
3. Must have ability to work under pressure; and complete multiple tasks.
4. Must take pride in personal appearance.
5. Must have excellent public relation skills and able to communicate effectively.
6. Must have excellent work ethics: professional, prompt, dependable, accountable and dedicated.

### Qualifications:

1. AA degree with one (1) year experience or High School diploma/GED and two (2) years' experience. Prefer applicant seeking a Bachelor's degree, preferably in business administration, office technology or related field.
2. Must have valid Driver's License and be insurable under the Oglala Sioux Tribe.

### 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:

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**Vacancy Announcement #19-055**

Position: Bailiff  
(Non-Exempt)  
  
Salary: Grade Level 14/0  
(\$24,365 per annum)  
  
Program: Oglala Sioux Tribal Court  
Location: Pine Ridge, So. Dak.

Opening Date: April 8, 2019  
Closing Date: April 23, 2019

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**General Description of Duties:**

This position is located in the Pine Ridge Court House and the primary duty station will be at the Pine Ridge Court House. This position will work closely with the civil clerks in expediting all orders of the Tribal Court. Will make personal contact to serve court documents. This position will be under the Court Administrator.

**Specific Duties:**

1. The Bailiff shall be present in the courtroom on all criminal and civil hearings scheduled by the Court Clerks.
2. Will deliver all outgoing mail to post office and pick up mail/correspondence
3. Ensure the hallways of the court are kept clear of traffic at all times.
4. Ensure all doors are locked at the close of businesses daily; including the individual consultation rooms in outer courtroom.
5. Must be able to adapt and have ability to handle and cope with prisoners while in courtrooms.
6. Must meet with civil and juvenile clerks on a daily basis to pick up notices of hearings, subpoenas, summons and related documents for service and return proof of service on a daily basis.
7. Service notice of hearings, subpoenas and related court documents in an efficient and timely manner.
8. Create, establish and maintain an accurate record of Service of Process according to the chronological dates of court proceedings.
9. Provide bi-weekly reports to the civil and juvenile clerks regarding the Service of Process on cases.

10. Maintain good physical, emotional and mental conditions to satisfactorily perform the functions of the position.
11. Other related duties as assigned.

**Requirements and Knowledge:**

1. Ability to handle and cope with prisoners brought into courtrooms.
2. Ability to handle any misunderstandings while in courtroom
3. Ability to maintain confidentiality of all court matter.

**Qualifications:**

1. High School Diploma or GED required.
2. Must have one (1) year of experience in law enforcement, and or security guard preferred
3. Must have no prior felony convictions.
4. No misdemeanor convictions in the past five (5) years (excluding minor traffic violations)
5. 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:**

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## Vacancy Announcement #19-056

Position: Court Clerk (2)  
(*Non-Exempt*)  
Salary: Grade Level 14/0  
(\$24,365 per annum)  
Program: Oglala Sioux Tribal Court  
Location: Pine Ridge & Kyle, So. Dak.  
Opening Date: April 8, 2019  
Closing Date: April 23, 2019

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### General Description of Duties:

The Court Clerk's primary job is the preparation and maintenance of all court case files within the following docket areas: Criminal, Traffic, Civil, Youth and Family Court. This position is under the direct supervision of the Court Administrator and the Chief Judge.

### Specific Duties:

1. Maintain the records of all court proceedings, to include identification of the title and nature of the case, the names of the parties, the substance of the complaint, the names, and addresses of all witnesses, the date of hearings and trials, all court and jury rulings, findings, order and judgments and any other facts of circumstances designated by the judge of the courts or deemed of importance by the Clerk of Courts.
2. Maintain all pleadings, documents and other materials filed with the Courts.
3. Maintain all evidentiary materials, transcripts and records of testimony filed with the Court.
4. Responsible for operating court recording equipment; microphones, camera and backup of such equipment.
5. Responsible for taking detailed and complete notes of the court's proceedings.
6. Prepare and serve notices, summons, subpoenas, and warrants.
7. Assist parties in the guidance of drafting and execution of complaints, petitions, answers, motions and other pleadings and documents for Court proceedings, however, shall not give advice on questions of law, nor appear or act on behalf of any other person in any court proceeding.
8. Administer oaths and witnessing execution of documents.
9. Maintain supply of "Self-Help" blank forms to be supplied by the Court and stock kiosk.
10. Provide copies of documents in court files to other person upon request and upon receipt of a charge therefore to be prescribed by the Chief Judge to cover the cost of such service.
11. Provide security for files, documents and materials filed with or in the custody of the courts and insuring that they are not removed from the offices of the Clerks and the courts upon the specific instructions of the judges of the courts.
12. Maintain court confidentiality and proper decorum of the court.
13. Train and be willing to use of court management software.
14. Work closely with the Chief Judge to schedule court docket.
15. Collect and account for fines taken into the custody of the court.
16. Demonstrate the potential ability to perform duties in other departments.
17. Establish priorities in completing daily assignments in a timely and accurate manner.
18. Other related duties as assigned by the Court Administrator and/or Chief Judge.

### Requirements and Knowledge:

1. Must be willing to learn within ninety (90) days court procedures including the Tribal Code and other applicable laws.
2. Must have the ability to compile and maintain accurate records and maintain confidentiality of information.
3. Must be able to establish priorities in completing daily assignments and to work independently.
4. Must have the ability to communicate with other departments and agencies on court procedures to better coordinate court systems.
5. Must have the ability to deal with the public and staff in a positive and objective manner.
6. Must demonstrate excellent written and verbal communication skills.
7. Individual must be able to pass a criminal background investigation.
8. Must be able to pass a drug test
9. Must be computer literate with knowledge of Microsoft Office.
10. Must be willing and able to attend local and out-of-state training.
11. Must become familiar with and adhere to Code of Ethics for Court personnel within ninety (90) days.
12. May be required to work beyond regular business hours.
13. Must be willing to become familiar with court management software within ninety (90) days of employment.
14. Must have excellent customer service skills in person and on the telephone.

### Qualifications:

1. High School Diploma or GED required.
2. Must have one (1) year of experience with equivalent combination of training or experience.
3. Must have no prior felony convictions.
4. No misdemeanor convictions in the past five (5) years (excluding minor traffic violations)
5. 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. 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:

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## Vacancy Announcement #19-057

Position: Intake Clerk  
(Non-Exempt)

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

Program: Oglala Sioux Tribal Court

Location: Pine Ridge, So. Dak.

Opening Date: April 8, 2019

Closing Date: April 23, 2019

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### 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. Assists 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. 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. Have 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:

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**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.**

## Vacancy Announcement #19-058

Position: Janitor (**Part-time**)  
(Non-Exempt)

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

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

Opening Date: April 8, 2019

Closing Date: April 23, 2019

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**General Description of Duties:**

The Janitor will provide janitorial duties for the Pine Ridge Court House. The janitor will be under the general supervision of the Court Administrator

**Specific Duties:**

1. Cleans offices, storerooms, corridors, stairways
2. Mop, vacuum, strip wax, wax and polish floors
3. Uses power equipment
4. Dust furniture, walls, woodwork, ceilings, screens
5. Maintains restrooms in clean, orderly and sanitary condition
6. Cleans, disinfects and deodorizes lavatories, urinals and toilet bowls
7. Keeps lobby clean; windows cleaned, walls wiped down, chairs cleaned and sprayed
8. Other related duties as assigned by the Court Administrator and/or Chief Judge.

**Requirements and Knowledge:**

1. Must be able to lift at least 50 pounds
2. Must be in good physical shape
3. Must be able to follow directions and complete work assignments in timely manner

**Qualifications:**

1. High School Diploma or GED required.
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:**

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**Notice:**

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## Vacancy Announcement #19-059

Position: Court Clerk/ICWA  
(Non-exempt)  
Salary: Grade Level 15/0  
(\$25,218 per annum)  
Program: Oglala Sioux Tribal Court  
Location: Pine Ridge & Kyle, SD

Opening Date: April 8, 2019  
Closing Date: April 23, 2019

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### General Description:

The Court Clerk's primary job is the preparation and maintenance of all court case files within the following docket areas: Criminal, Traffic, Civil, Youth and Family Court. The Court Clerk is under the direct supervision of the Oglala Sioux Tribal Court Chief Judge.

### Specific Duties:

1. Maintain the records of all court proceedings, to include identification of the title and nature of the case, the names of the parties, the substance of the complaint, the names, and addresses of all witnesses, the date of hearings and trials, all court and jury rulings, findings, order and judgments and any other facts of circumstances designated by the judge of the courts or deemed of importance by the Clerk of Courts.
2. Maintain all pleadings, documents and other materials filed with the Courts.
3. Must have solid understanding of the fundamentals of Federal Indian Law and Federal Policies on the Indian Child Welfare Act for implementation through OST Tribal Court.
4. Must be able to understand the BIA federal regulations in regard to procedural stands of ICWA to ensure better outcome for children involved.
5. Be aware of the BIA federal regulations Final Rule in; identifying whether ICWA applies, verifying whether child is an "Indian Child: and identifying Child's Tribe, Notice of proceedings and procedures for transfer to tribal Court.
6. Must have ability to know of new definitions under the ICWA; continued custody, custody, domicile, status offenses, upon demand and voluntary proceeding(s).
7. Know tribal rights in state court prior to transfer to tribal court and how petitions are filed in tribal court.
8. Be able to work proactively with tribal Child Protection Services in regard to tribal court proceedings.
9. Maintain all evidentiary materials, transcripts and records of testimony filed with the Court.
10. Responsible for operating court recording equipment; microphones, camera and backup of such equipment.
11. Prepare and serve notices, summons, subpoenas, and warrants.
12. Assist parties in the guidance of drafting and execution of complaints, petitions, answers, motions and other pleadings and documents for Court proceedings, however, shall not give advice on questions of law, nor appear or act on behalf of any other person in any court proceeding.
13. Provide copies of documents in court files to other person upon request and upon receipt of a charge therefore to be prescribed by the Chief Judge to cover the cost of such service.

14. Provide security for files, documents and materials filed with or in the custody of the courts and insuring that they are not removed from the offices of the Clerks and the courts upon the specific instructions of the judges of the courts.
15. Maintain court confidentiality and proper decorum of the court.
16. Train and be willing to use of court management software.
17. Work closely with the Chief Judge to schedule court docket.
18. Establish priorities in completing daily assignments in a timely and accurate manner.
19. Dependability in following through on all assignments.
20. Other related duties as assigned by the Youth & Family and Chief Judge.

### Requirements and Knowledge:

1. Must be willing to learn within ninety (90) days court procedures including the Tribal Code and other applicable laws.
2. Must have the ability to compile and maintain accurate records and maintain confidentiality of information.
3. Must have the ability to communicate with other departments and agencies on court procedures to better coordinate court systems.
4. Must have the ability to deal with the public and staff in a positive and objective manner.
5. Must be computer literate with knowledge of Microsoft Office.
6. Must be willing and able to attend local and out-of-state training.
7. Must become familiar with and adhere to Code of Ethics for Court personnel and willing to become familiar with court management software within (90) days and be willing to learn within ninety (90) days court management software.
8. Must have excellent customer service skills in person and on the telephone.

### Qualifications:

1. Must be a High School Graduate or have a GED Certificate.
2. Must have one (1) year experience in record keeping.
3. Must have a valid Driver's License.
4. Must never have been convicted of a felony
5. No misdemeanor convictions in the past one year (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 date 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.)**

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**RE-ADVERTISED**

**Vacancy Announcement #17-153**

Position: District Service Maintenance/Janitor  
(Non-exempt)

Salary: Grade Level 1/0  
(\$15,579 per annum)

Program: OST Administration

Location: **LaCreek District CAP**

Opening Date: April 8, 2019

Closing Date: April 23, 2019

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**General Description of Duties:**

The District Service Maintenance/Janitor provides overall maintenance and janitorial services to the district government and district offices and performs delivery, trucking, and general assistance duties as required by the uniqueness of the individual District Service Center. Each District Service Maintenance/Janitor may perform varying duties depending upon the requirements of the different District Service Center. The District Service Maintenance/Janitor must be able to perform light maintenance to reduce the reliance of the District Service Center upon external mechanical contractors and must be able to manage time effectively in order to fulfill general laborer needs of the District Service Center. The District Service Maintenance/Janitor is under the direct supervision of the District Service Center Manager.

**Specific Duties:**

1. Perform all light maintenance duties for the District Service Center, which do not involve extensive work that would require external mechanical contractors.
2. Perform all janitorial/labor duties within and around the District Service Center.
3. Assist the District Service Center staff in deliveries and other duties required to maintain constant services to the general population.
4. Will operate district vehicles, as determined by the District Service Center Manager.
5. Perform laborer duties as required by the District Service Center.

6. Perform other duties related as requested by the District Service Center Manager.
7. Maintain grounds keeping and landscaping duties.
8. Responsible for all district service center equipment and tools.
9. All other related duties as assigned by the supervisor.

**Requirements and Knowledge:**

1. Must be willing to obtain training when offered.
2. Must possess public relation skills.

**Qualifications:**

1. Must have a minimum of a HS/GED with maintenance and/or general janitorial experience.
2. Must have a valid driver's license and be insurable under the OST.
3. Qualified District members will be given priority in the selection. Proof of residency may be required.

**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:**

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**RE-ADVERTISED**

**Vacancy Announcement #18-031**

Position: Learning Center Supervisor (1)  
(Exempt)

Salary: Grade Level 10/0  
(\$21,233 per annum)

Program: Child Care & Development

Location: Pine Ridge, So. Dak.

Opening Date: April 8, 2019

Closing Date: April 23, 2019

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**General Description of Duties:**

The Supervisor will implement overall program planning, and maintain and organize all record keeping for all entities involved. The Supervisor will serve as teacher/caregiver/cook when needed. The Supervisor will be under the director supervision of the Learning Center Coordinator.

**Specific Duties:**

1. Organize and maintain an office filing system for all entities involved.
2. Establish and maintain record keeping for all children enrolled in the program.
3. Supervise personnel and complete evaluations.
4. Coordinate training for Organization (staff and families).
5. Monitor performance indicators for all children as needed for formative and summative evaluation reports
6. Evaluate and maintain progress of program goals and objectives.
7. Assist in the supervision of all children
8. Implement proper use of language, voice tone, and manners to serve as role models
9. Follow proper procedures in reporting child abuse/neglect
10. Use proper guidance techniques

**Requirements and Knowledge:**

1. Possess good written and verbal communication skills

2. Must be able to lift a child weighing 30 lbs or more if necessary
3. Must have ability to work with parents and community
4. Ability to maintain an environment that ensures safety, healthy environment for the child
5. Ability to maintain an environment that is conducive to learning and to physical growth
6. Able to provide supportive social/emotional atmosphere for all children
7. Possess commitment to professionalism
8. Must submit a physical with a negative TB test
9. Must submit to pre-employment drug test and subject to a periodic random drug test.
10. Must have First Aid and CPR training

**Qualifications:**

1. Possess one or more of the following: CDA certification or AA Early Childhood or related education field
2. Must have a minimum of six (6) months experience supervising staff
3. Must have a valid Driver's License
4. Must pass a background check with no child related or violent convictions.

**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:**

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**RE-ADVERTISED**

**Vacancy Announcement #18-075**

Position: Secretary  
(Non-exempt)

Salary: Grade Level 10/0  
(\$21,233 per annum)

Program: Credit and Finance

Location: Pine Ridge, So. Dak

Opening Date: April 8, 2019

Closing Date: April 23, 2019

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**General Description of Duties:**

The Secretary is responsible for the professional production of all office correspondence, memorandum, reports, and for the professional appearance of the office environment. The Secretary will be under the direct supervision of the Credit and Finance Program Director.

**Specific Duties:**

1. Work with the Director in ensuring that all routine duties are performed.
2. Work with the Director in assisting potential clients in the loan application procedures.
3. Assist the Director in compiling information on reports.
4. Responsible for ordering office supplies.
5. Responsible for processing accounts payable vouchers in a timely manner.
6. Track and record all incoming mortgage packages.
7. Greet the public and respond to inquiries in a professional manner.
8. Carry out general office management activities in a professional manner.
9. Other related duties as assigned by immediate supervisor.

**Requirements and Knowledge:**

1. Must have excellent typing and computer skills.
2. Must be able to be bonded.
3. Must be familiar with accounting practices.
4. Have a functional understanding of the Lakota language.

**Qualifications:**

1. Must have a HS/GED with two (2) years' experience; Accounting or Business **preferred**.
2. Must have one (1) year of knowledge working with tribal government.
3. Must have one (1) year of knowledge working with the Bureau of Indian Affairs and have knowledge of P.L. 93-638 regulations.

**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:**

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**RE-ADVERTISED**

**Vacancy Announcement #18-081**

Position: Transfer Site Monitor (1)  
(Non-Exempt)

Salary: Grade Level 1/0  
(\$15,579 per annum)

Program: Solid Waste Management

Location: Manderson, So. Dakota

Opening Date: April 8, 2019

Closing Date: April 23, 2019

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**General Description of Duties:**

The Transfer Site Monitor shall work under the direct supervision of the Solid Waste Management Director/Manager and will be responsible for maintaining the Transfer Site on a daily basis by keeping it clean and free of windblown materials such as waste paper. He/she will assist the Transfer Site Operator during maintenance of the ramp and removal of white goods, tires, and other larger waste. He/she will be at the site as scheduled to accommodate community needs. He/she will make sure that refuse is disposed of at designated area and provide security as needed to prevent burning and scavenging.

**Specific Duties:**

1. Will be at the Transfer Site at 8:00 am and close at 4:30 pm. Monday through Friday, or unless otherwise specified by the Director/Manager.
2. Will remain at the site at all times during the workday unless otherwise specified or scheduled. Use your break time of 15 minutes in the morning and afternoon or take an hour lunch break.
3. Pick up all windblown materials such as litter on and around the ramp area, keep the area around the bin free of debris so Hook Trucks have access to the bins, keep the roads to the Transfer Site clean, and pick the trash from the fence lines.
4. Make sure that individuals and collection vehicles dispose of garbage at the designated areas.

5. Assist individuals especially the elderly in unloading garbage from their vehicles.
6. Will open the landfill during special occasions, such as pow-wows, community activities, and spring clean-up.
7. Assist Transfer Site Operators, Hook Truck and Grapple Truck drivers during maintenance of the Transfer Site and provide basic mechanics as needed.
8. Other Duties Assigned by Director.
9. Shall allow no burning at the Transfer Site at any time. This is very important!

**Knowledge and Requirements:**

1. Have knowledge/ experience in Transfer Site Maintenance preferred.
2. Must be physically capable to perform the duties as described above.
3. Must be willing to take additional training in Solid Waste Management.
4. Must be able to work under extreme weather conditions. i.e. cold and hot

**Qualifications:**

1. Must have reliable transportation.

**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)***

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**RE-ADVERTISED**

**Vacancy Announcement #18-101**

Position: Office Manager  
Salary: Grade Level 16/0  
(\$26,100 per annum)  
Program: OTITIS Media  
Location: (IHS) Pine Ridge, So. Dak.

Opening Date: April 8, 2019  
Closing Date: April 23, 2019

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**General Description of Duties:**

The purpose of this position is to serve as Assistant to the Director, and to assist with all clerical duties, in order to provide efficient services to: clients, visitors, and other health care providers under the direction of the OTITIS Media Director.

**Specific Duties:**

1. Serves as acting Director when Program Director is out of office.
2. Assists with the OST Master Health Specialty Clinics as assigned.
3. Keeps work area neat and clean.
4. Assists the Director in keeping and updating a system for patient referrals received from Outpatient Department, outlying clinics, and Pine Ridge Area Schools.
5. Continues to maintain and update files on all invoices, payments—copies of checks for both the Oglala Sioux Tribe and Indian Health Services.
6. Maintains record confidentiality and safeguards medical information, adhering to the Rules and Regulations of the Privacy Act of 1974, and abides by the HIPAA regulations.
7. Has a courteous and professional attitude and shows respect with interactions with the professional co-workers, patients, co-workers of other hospital departments and the general public. Complies with the dress code and has a neat personal appearance.
8. Attends training that is mandatory or recommended to improve and update knowledge and skills given by both the Indian Health Service and Oglala Sioux Tribe.
9. Order supplies from Property and Supply Department of the Indian Health Service and Oglala Sioux Tribe. Prepares travel authorizations, travel reports, payroll, and maintains the Cuff Account of program expenses.
10. Responsible for program budget and all budget modifications, prepares for directors' signature.
11. Compiles all monthly program data and statistics, and submits to the Director for monthly reports.
12. Other duties assigned by supervisor/director.

**Administrative duties include:**

1. Receives phone calls and assesses the patients' need for routine, urgent and emergent appointments with the appropriate provider and clinic.

2. Answers inquiries of a general nature by: physician staff, other departments, visitors, and patients; assists them in a friendly and cooperative manner; and uses proper telephone etiquette, **keeping personal telephone calls to a minimum.**
3. Keeps patient records in order with all forms properly identified; copies and compiles other data as directed; coordinates appointments with other departments.
4. Assists with the corrective action to reschedule appointments and notifies patients when there is a change in the provider schedule or cancellation of appointments. Instructs patients regarding what is expected from them in keeping appointments.
5. Assists the Doctor and Audiologist during clinic hours as necessary with the scheduled ENT and Audiology patients and accommodate the medical and personal needs of patients, as well as the providers.
6. Ability to remain calm and react in a professional manner in the event of a disaster/mass casualty incidents.
7. Responsible for adhering to all IHS/OST Policies/Procedures, protocols, and the OST Otitis Media Program guidelines.
8. Assists in overseeing that the Medical providers will sign-off on all chart reviews from previous surgeries, visits and dictations, and all PCC's after each clinic day.

**Requirements and Knowledge:**

1. Knowledge of Medical Terminology
2. Knowledge of computers and willing to learn computer applications
3. Knowledge of the HIPAA, the privacy standards of the Tribal Health Care, and Indian Health Service organizations
4. Knowledge of the OST TRIBAL ACCOUNTS PAYABLE SYSTEM
5. Required to obtain a Basic Life Support Certificate, **within six (6) months of hire.**
6. Required to obtain training and certification in Occupational Hearing Conservation (CAOHC) from the Council of Accreditation **within six (6) months of hire.**

**Qualifications:**

1. Associates Degree preferred **or** High School/GED with a minimum of eight (8) years' work experience
2. 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)***

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**RE-ADVERTISED**

**Vacancy Announcement #18-103**

Position: Lead Cemetery Caretaker  
(Non-exempt)

Salary: Grade Level 22/0  
(\$32,084 per annum)

Program: OST Veterans Cemetery

Location: Kyle, South Dakota

Opening Date: April 8, 2019

Closing Date: April 23, 2019

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**General Description of Duties:**

The Lead Cemetery Caretaker maintains cemetery grounds, facilities, and equipment. The Lead Caretaker performs the initial inspection, installation and ongoing maintenance of headstone markers and niche covers. The Lead Cemetery Caretaker does various office duties when needed, (e.g. accounts payable vouchers, requisition forms ect.) Coordinates burials that comply with NCA (National Cemetery Association) standards. The Lead Cemetery Caretaker is responsible for upholding all applicable NCA standards and regulations. The Lead Cemetery Caretaker supervises the Cemetery Caretaker and contracted workers when needed. Maintenance of the building, including janitorial duties of the facilities, landscaping and grooming of the grounds, which includes a one mile stretch of highway adopted by the cemetery. The Lead Cemetery Caretaker is under the direct supervision of the Cemetery Administrator.

**Specific Duties:**

1. Operate various types and sizes of equipment (both large and small) used in the maintenance of cemetery grounds. This equipment includes; frontend loader, small tractors, gas powered hand mowers, shrubbery trimmers and shears, and various bobcat attachments; e.g. snowplow, mower, forklift, loader.
2. Secure of grounds and gates.
3. Post and retire flags when weather permits.
4. Secure building, check and lock each door.
5. Maintain all vehicles and equipment according to maintenance schedules, keep record logs of vehicle maintenance.
6. Lead in the internment procedures, prepare gravesite, lower remains, return grounds to acceptable standards.
7. Coordinate burials with local Honor Guard units.
8. Prepare committal shelter for services, with respect to family wishes, keeping in mind NCA standards and military protocol.
9. Dig, backfill and dressing of internment site using heavy equipment and various hand tools.
10. Lead in digging headstone holes using various hand tools.

11. Lead in setting headstones using proper alignment procedures in accordance to NCA standards.
12. Lead in setting section markers in appropriate locations.
13. Maintain cleanliness of headstones.
14. Lead in unloading of headstones, reporting any noticeable defects after thorough visual inspection at time of delivery.
15. Other duties as assigned by immediate supervisor.

**Requirements and Knowledge:**

1. Knowledgeable of the in- building water, grounds water, electrical system, ability to read building construction blueprints.
2. Knowledgeable of the complete layout of cemetery grounds, including future expansion.
3. Must be able to perform maintenance on all equipment.
4. Must be able to perform gardening and landscaping tasks, which include planting, transplanting, and pruning of trees, shrub and plants.
5. Knowledge of duties, procedures, functions, and applications on proper ground maintenance procedures and interment procedures.
6. Knowledge of irrigation system and proper maintenance of system. (e.g. timers, valves, gates, sprinkler heads) watering zones and annual drainage of system.
7. Must be able to work in extreme weather conditions, (heat and cold) able to work in and around dirt and unpleasant fumes.
8. Attend needed trainings as per NCA requirements.

**Qualifications:**

1. Associates Degree preferred, or HS/GED and 8 years related experience required.
2. Valid Driver's License required.
3. Must be a Veteran (Documented proof required).
4. Must be an enrolled member of a federally recognized tribe.

**How to Apply:**

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**RE-ADVERTISED**

**Vacancy Announcement #18-113**

Position: Director  
(Exempt)

Salary: Grade Level 27/0  
(\$38,106 per annum)

Program: Motor Fuels Program

Location: Pine Ridge, So. Dak.

Opening Date: April 8, 2019  
Closing Date: April 23, 2019

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**General Description of Duties:**

The Motor Fuels Director shall be under the direct supervision of the Administrative Officer for Law and Order and Economic and Business Development Programs. Must possess the skills, abilities and knowledge to operate under extreme and adverse weather conditions in emergency situations.

**Specific Duties:**

1. Supervisory experience overseeing the daily operations of the program and setting up task orders for personnel workloads.
2. Operate all types of heavy equipment and instruct personnel on proper techniques of operation and maintenance.
3. Must have computer literacy capabilities as to prepare, develop and submit progress reports requested by the Administrative Officer for Law and Order and Economic and Business Development Programs.
4. Develop a GIS/GPS data base system that tracks road length, width, surface type and improvements applied to the roads being serviced.
5. Must have ability to work beyond normal working hours and in adverse weather conditions.
6. Advise the Administrative Officer for Law and Order and Economic and Business Development Programs on personnel trainings and maintenance matters.
7. Advise the Administrative Officer for Law and Order and Economic and Business Development Programs on the status of roads emergent in nature and work with OST Emergency Management to develop a strategy addressing the concern.
8. Must be willing to write grant applications for potential supplemental funding.
9. Must have or be willing to learn airport operations for maintenance applications.

10. Assist the Administrative Officer for Law and Order and Economic and Business Development Programs on presentations to the standing committees, council and other meeting as to the progress being made within the program.
11. Coordinate the development of annual budget.
12. Ability to communicate culturally and educationally in a diplomatic manner.
13. Other duties as assigned by the Administrative Officer for Law and Order and Economic and Business Development Programs

**Requirements and Knowledge:**

1. Knowledge of construction practices, methods, techniques, cost, materials, and equipment.
2. Knowledge of management practices to effectively plan, organize and schedule training and work operations.
3. Must have knowledge of obtaining vendors, OST Procurement Procedures, Financial Management, Requisition and Voucher process and inventory upkeep.
4. Have knowledge of developing and working in potential gravel bearing areas for development of materials.
5. Must have knowledge of maintenance procedures on semi-trucks and heavy equipment.
6. Must be computer literate., knowledgeable of MS Office;

**Qualifications:**

1. Bachelor's Degree in Business or related field or High School/GED and minimum of eight (8) years' experience in administration, management and supervisory capacity.
2. Class A Commercial Driver's License

**How to Apply:**

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**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.

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## RE-ADVERTISED

### Vacancy Announcement #18-115

Position: Facility Manager/Custodian  
(Non-Exempt)

Salary: Grade Level 8/0  
(\$19,821 per annum)

Program: Revenue Department (FAO)

Location: Pine Ridge, So. Dak.  
(Billy Mills Hall)

Opening Date: April 8, 2019

Closing Date: April 23, 2019

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#### General Description of Duties:

The Facility Manager/Custodian is assigned to the OST Billy Mills Hall facility and is responsible for the management, oversight, and custodial duties of the facility gymnasium, kitchen, parking area and the facility grounds. The Facility Manager/Custodian is responsible for the custodial upkeep and overall preservation of the facilities property, facility appearance and presentation, events and functions preparation, and monitors the conduct of rental customers, patrons, and guests. The Facility Manager/Custodian will also secure and collect all rental contract agreements and ensure that the facility rental customers, patrons and guests have been informed on all OST Billy Mills Hall Facility rules and regulations before each use. Secure all facility doors, windows and entrances after each shift, and report any/all damage, safety hazards and accidents within the facility to the OST Revenue Director in a timely manner. The Facility Manager/Custodian will develop a personal cleaning schedule and maintain stock of cleaning material, as required to perform assigned duties. The Facility Manger/Custodian will be under the direct supervision of the OST Revenue Director.

#### Specific Duties:

1. Maintain facility custodial duties involving; sweeping, mopping, floor waxing, floor buffing, regular/routine lavatory disinfection, window washing, and trash disposal.
2. Preserve the facility condition and appearance and implement other restoration details.
3. Clean and/or store all custodial tools, equipment and chemicals. (mops, brooms, buckets, etc.)
4. Ensure care and oversight for the general protection of the Billy Mills Halls Facility.
5. Report any and/all damage, safety hazards and accidents within the facility to The OST Office of Revenue in a timely manner.
6. Develop a personal cleaning schedule and maintain stock of cleaning materials required to perform assigned duties.
7. Secure the facility doors, windows and entrances after each shift.
8. Maintain the general appearance and presentation of the facility, kitchen, and grounds.

9. General setup preparation of the facility for events, functions and community affairs.
10. Inform and familiarize the rental patrons with the OST Billy Mills Hall rules and regulations.
11. Monitor the conduct of rental customers, patrons and guests.
12. Document and collect all rental contract agreements.

#### Requirements and Knowledge:

1. Must have knowledge of the equipment required for the performance of janitorial duties.
2. Must have experience in the operating custodial equipment and the knowledge of maintaining components that will be used in cleaning the facility.
3. Must be able to work after regular working hours, week-ends or during emergency situations.
4. Must be able to read, understand and follow directions/instructions given on labels of cleaning components to be used in performing duties.
5. Required to clean, disinfect and deodorize, facility lavatories, urinals and toilet bowls.
6. Must be able to nourish good public relations and courteous service.
7. Must be able to lift tables, chairs, mop buckets, ladders and /or other routine custodial equipment, and perform duties utilizing platforms, ladders and scaffolding.
8. Required to submit and complete a pre-employment Drug and Alcohol test.
9. Must be able to supervise WIA/NEW, TANIF, and other work program employees assigned to the facility.

#### Qualifications:

1. Must have a minimum of a High School Diploma or GED.
2. Must have a minimum of three (3) years' experience or training in the custodial field.
3. Must be at least twenty-one (21) years of age.
4. Must have a valid South Dakota Driver's License.

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#### Notice:

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**RE-ADVERTISED**

**Vacancy Announcement #18-119**

Position: EMS Field Supervisor  
(Non-exempt)  
Salary: Grade Level 17/0  
(\$27,014 per annum)  
Program: Ambulance Service  
Location: Medic 5 – Kyle, So. Dak.

Opening Date: April 8, 2019  
Closing Date: April 23, 2019

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**General Description of Duties:**

The EMS Field Supervisor will work on assigned shifts consisting of irregular hours. It is the responsibility of the EMS Field Supervisor to keep their units covered with the required staff on a 24/7 basis and be available to cover when unit is uncovered. The EMS Field Supervisor will render care of the sick and injured to the best of their ability and certification level utilizing any and all equipment available, stabilize the patient at the scene and continue care until the patient is successfully handed over the Emergency Room Staff. The EMS Field Supervisor will oversee the cleanliness and restocking of the unit. The EMS Field Supervisor will display a responsible and professional attitude at all times. The EMS Field Supervisor will be under the direct supervision of the Ambulance Director.

**Specific Duties:**

1. Schedule staff to cover their assigned Ambulance Unit with two (2) certified personnel on a twenty-four (24) hour, seven (7) day basis.
2. Delegate coverage of shifts in order to minimize excessive overtime.
3. See all required paperwork is completed and turned in to administration on a timely basis, (i.e. trip sheets, mileage sheets, vehicle maintenance inspection sheets, unit checks sheets, unit inventory sheets and gas slips).
4. Responsible for corrective interviews and written reprimands according to OST Personnel Policies.
5. Refer recommendations of disciplinary action to the Ambulance Service Director.
6. Submit a monthly report on all runs taken by their respective staff and units.
7. Conduct monthly staff meetings with respective crew.
8. Work within the community by offering training in First Aid.
9. Respond to all calls in an Ambulance with an assigned shift partner.
10. Respond to all calls with red lights and sirens unless the call is known to be non-emergent.
11. Render care at the scene to the best of their ability utilizing any and all equipment on board the ambulance unit.
12. Provide emergency care to the extent of training and within the scope of certification and/or license level until the call is completed and the patient is successfully in the hands of the Emergency Room Staff.
13. Call in via radio/cell phone to the Emergency Department advising the patient status, physical findings and any treatment given in route and the ETA.
14. Administer treatment as ordered by the Emergency Room Staff prior to arrival of the patient in the Emergency Room within scope of practice.
15. Complete the trip log in full noting all treatment given, Name, Birth Date, Address and all other pertinent information and signatures needed.

16. Upon successful delivery of patient(s) to the Emergency Room, the unit will be restocked and cleaned, ready for the next possible ambulance call.
17. Maintain patient trip logs and mileage logs in an orderly manner.
18. Adhere to all company policies/procedures, protocols, and the OST Ambulance Service guidelines.
19. Conduct supervisory duties in a professional and unbiased manner and able to communicate with staff.
20. Comply with CEU requirements and maintain all relevant certifications and/or licenses.
21. Handle highly stressful situations as they occur.
22. Remain calm and react in a professional manner in the event of a disaster/mass casualty incidence.
23. Work irregular hours and rotating shifts.
24. Be on an on-call status as needed.
25. Assure that assigned base is clean and report any maintenance that is needed/required.
26. Perform other related duties as assigned by the immediate supervisor.

**Requirements and Knowledge:**

1. Must comply with and have knowledge of the Privacy Act. (HIPAA)
2. Must have knowledge of the Tribal Policies and Procedures.
3. Must submit to random drug testing upon request as required by OST Personnel Policies and Procedures.
4. Must possess supervisory/management skills.
5. NIMS (National Incident Management System) must obtain within six (6) months of hire.
6. Must be able to lift, carry and balance 150 lbs. or more.
7. Must provide yearly physical examination and updated immunizations.
8. Must possess skills of all types of extrication.

**Qualifications:**

1. Must have a High School Diploma or GED.
2. Must have minimum of two (2) years' experience working with a computer.
3. Must have a valid Driver's License, be insurable, and submit to a background check.
4. Must have a current SDBMOE License as an EMT-Intermediate/85 or higher.
5. Must have a current CPR card.
6. Must be certified in the Emergency Vehicle Operation Course (EVOC).

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