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

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**RE-ADVERTISEMENT**

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Vacancy Announcement #19-068

Position: Evidence Technician (1)
(Non-exempt)
Salary: Grade Level 21/0
($30,999 per annum)
Program: Department of Public Safety
Location: Pine Ridge, So. Dak.
Opening Date: June 18, 2019
Closing Date: July 2, 2019

General Description of Duties:
Evidence Technician is under the direct supervision of the Chief of Police and will work closely with all officers in the divisions to which they are assigned. The Evidence Technician will be accountable for security and integrity of evidence room; responsible for preserving the critical chain of evidence; will testify in court when subpoenaed.

Requirements and Knowledge:
1. High school diploma or GED
2. Two (2) years of experience in the receipt, storage, and issuance of property, or in maintaining property control.
3. Must be twenty-one (21) years of age.
4. Must never have been convicted of a felony offense
5. No misdemeanor convictions in the past one (1) year, (excluding minor traffic violations)
6. Must have a valid Driver’s License

Specific Duties:
1. Responsible for collecting, receipting, storing, and control of physical evidence/property in the custody of the department.
2. Maintain manual and computerized records including evidence custody documents, chain of custody documents, property receipts, property control files, and related reports and collecting evidence as requested in the District substations.
3. Responsible for receiving, storing, maintaining, releasing and accounting for all evidence
4. When evidence is deposited with the Evidence Technician or in an approved holding facility, an evidence receipt shall be completed by the impounding officer.
5. Ensure the evidence receipt shall include all information necessary to both document and ensure the integrity of the chain of custody. All drugs should be weighed, tested and put into separate containers (e.g. bag), and monies counted by the Evidence Technician and/or Law Enforcement Officer and recorded on the evidence receipt.
6. Responsible for developing and maintaining a master file of all evidence invoices and evidence tags completed. This file may be either manual or automated and shall be cross indexed with the chain of evidence custody file.
7. Assigns a storage location to each item of evidence and records this information on the evidence receipt and evidence tag.
8. Ensures evidence requiring added security, to include monies, precious metals, jewelry, gemstones, weapons, narcotics and dangerous drugs shall be stored in a separate secured area.
9. Ensures perishable items shall be stored in a refrigerator or other suitable container.
10. Ensures a log is kept which identifies each authorized personnel entering the evidence room.
11. Shall have keys to the evidence rooms, combination safes, grey lockers and/or alcohol bins.
12. On a monthly basis, the supervisor of the Evidence Technician shall make an inspection of the evidence storage facilities and policies to ensure adherence to appropriate policies and procedures.
13. Shall be responsible for developing and maintaining a file that documents all changes in custody of physical evidence. The file shall be capable of readily identifying the individual or organization currently maintaining custody of all evidence.
14. Ensures a written record of all transfers of physical evidence shall be made.
15. If the vehicle is to be processed as evidence, or if evidence work is to be performed on the vehicle, a request for that work must be completed.
16. Will meet regularly with the Sergeants of Police and Property & Supply/Fleet Technician to review department property and as needed criminal and civil evidence matters.
17. Will carry out all other duties as assigned

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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 #19-069

Position: Travel Clerk
(Non-exempt)

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

Program: Fiscal Accounting Office (FAO)

Location: Pine Ridge, So. Dak.

Opening Date: June 18, 2019
Closing Date: July 2, 2019

General Description of Duties:
The Travel Clerk assists employees in interpreting travel guidelines and completing travel authorization and travel reconciliation forms. The Travel Clerk maintains a list of outstanding travel advances for review by the Treasurer. The Travel Clerk position is under the direct supervision of the OST Travel Specialist.

Specific Duties:
1. Assist in reviewing all travel authorizations for completeness, accuracy and reasonableness.
2. Assist employees in interpreting travel guidelines, rules and policies.
3. Assist in maintaining a list of all outstanding travel.
4. Assist Travel Specialist with reviewing travel reports and reconciles with the travel authorization to verify accuracy of the travel.
5. Assist with W-9’s and 1099’s.
6. Assist with other departments as requested.
7. Work closely with the Payroll department on outstanding travel.
8. Perform other related duties as requested by immediate supervisor.

Requirements and Knowledge:
1. Have one (1) year experience in data input for an automated data system preferred.
2. Must have computer knowledge and familiar with Excel.

Qualifications:
1. Must have a High School Diploma or equivalent GED.

How to Apply:
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Vacancy Announcement #19-070

Position: Project Venture Curriculum Assistant

Salary: Grade Level 14/0 – 14/4 ($24,365 - $27,959 per annum)

Program: Health Administration/MSPI

Location: Pine Ridge, So. Dak.

Opening Date: June 18, 2019
Closing Date: July 2, 2019

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General Description of Duties:
The Methamphetamine Suicide Prevention Initiative grant is located at the Oglala Sioux Tribe Health Administration office in Pine Ridge. The Project Venture Curriculum Assistant will assist with supervising, facilitating and instructing students in the program. Will work with the OST Methamphetamine Suicide Prevention Initiative Project Manager and the National Indian Youth Leadership Project on approved activities to address the Methamphetamine Suicide Prevention Initiative objectives. The Project Venture Curriculum Assistant will work under the direct supervision of the Methamphetamine Suicide Prevention Initiative Project Manager.

Specific Duties:
1. Participate in physical activities, while maintaining the safety of the group.
2. Provide and promote a welcoming and friendly atmosphere.
3. Conduct indoor and outdoor activities requiring long periods of standing and walking.
4. Participate in staff meetings to access the progress of the grant.
5. Assist with presentations to youth.
6. Prepare correspondence and other documents as needed.
7. Relate well and work collaboratively with all levels of staff in a professional manner.
8. Consistently demonstrate respect and acceptance toward differing capabilities, race, cultures, gender, age, sexual orientation and/or personalities.
9. Maintain and ensure organizational privacy and confidentiality.

Requirements and Knowledge:
1. Must be in good physical condition in order to participate in physical activities.
2. Strong verbal and written communication skills.
3. Must pass local, state and federal background checks.
4. Indian preference applies.
5. Veterans’ preference applies.

Qualifications:
1. Must have a High School diploma/GED.
2. Must have two (2) years’ experience working with youth.
3. 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 APPLICATION WILL NOT BE CONSIDERED)

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Vacancy Announcement #19-071

Position: Tribal Range Technician
(Non-exempt)

Salary: Grade Level 12/0
($22,745 per annum)

Program: Land Office/Execution Fee Program

Location: Pine Ridge, So. Dakota

Opening Date: June 18, 2019

Closing Date: July 2, 2019

General Description of Duties:
The Tribal Range Technician will work under the general supervision of the Oglala Sioux Tribal Land Office Director and the immediate Supervision of the Pine Ridge Agency Bureau of Indian Affairs Land Operations Officer, Branch of Land Operations, and will observe the working rules of the Agency. All work will be done in accordance with the established standards and specifications of the Range Management Section, manuals, handbooks, Regional, Agency and Federal policy. Records shall be submitted to the Bureau of Indian Affairs Land Operations Officer for review. The purpose of the employee’s assignments is to assist the supervisors in fulfillment of the Bureau’s natural resource trust responsibility. This involves checking for compliance with permit contract and stipulations and making recommendations to the supervisor on ways to make improvements in conservation throughout the Range Lands. Work is split between office and field work, with much of the field work done in the summer months. Field works consists of extensive driving and some ATV usage. Office work is mostly of a sedentary nature.

Specific Duties:
1. Makes frequent field inspections for determining compliance with terms of the grazing permits, such as number of head and season of use. Matters of controversial nature are referred to the Bureau of Indian Affairs Land Operations Officer
2. Assists the Bureau of Indian Affairs Land Operations Officer in the investigation of grazing trespass, assembles necessary evidence as a basis for administrative or court settlement.
3. Assists landowners with inquiries regarding legal description, aerial photographs, and withdrawal requests.
4. The work involves keeping accurate daily records and files of grazing permit occurrences.
5. At the request of the supervisor, investigates complaints, researches land ownership, pasturing authorizations.
6. Responsible for composing pertinent correspondence for the Bureau of Indian Affairs Land Operations Officer for background information in setting disputes

Requirements and Knowledge:
1. Must have experience in cattle ranching, proficiency in reading brands, recognizing age and class of livestock.
2. Must have the ability to read a legal description of land and drive to it with minimal instruction.
3. Must have the ability to relate physical ground features to aerial photographs and to plot these areas to scale on township and range plats.
4. Must possess the skill in using and interpreting aerial photographs, topographic maps, county road maps, legal descriptions, and plat books.
5. Must possess excellent interpersonal skills as the position requires personal contact with employees with the range management section, the Branch of Land Operations as well as employees within other branches, individual Indian landowners, permittees, prospective permittees, owners of cattle being pastured, Tribal Officials and Regional Staff.
6. Must be knowledgeable of the fractionated interest and the kinds of trust land, on the Pine ridge Reservation.
7. Must have ability to operate a 4x4 pickup and all-Terrain Vehicles (ATV)

Qualifications:
1. Must have a High School Diploma or GED.
2. Must possess a valid driver’s license
3. Must not have in the last 5 years a motor vehicle violation.

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 #19-072

Position: Water Treatment Plant Operator
(Non-exempt)

Salary: Grade Level 23/0
($33,207 per annum)

Program: OSRWSS Mni Wiconi Water Treatment Plant/Coreline

Location: Pierre/ Ft. Pierre, So. Dak
(Must relocate)

Opening Date: June 18, 2019
Closing Date: July 2, 2019

General Description of Duties:
The Water Treatment Plant Operator will perform semi-skilled and skilled work in the maintenance, repair and operation of the Oglala Sioux Rural Water Supply System (OSRWSS) Mni Wiconi Water Treatment Plant to include grounds and equipment. Must maintain a professional work standard at all times. The Water Treatment Plant Operator will be under the direct supervision of the OSRWSS Mni Wiconi Water Treatment Plant Supervisor.

Specific Duties:
1. Maintain a regular inspection schedule of water treatment plant equipment and facilities.
2. Perform a wide variety of maintenance and repair tasks in the operation of OSRWSS Mni Wiconi Water Treatment Plant.
3. Perform maintenance and repair of pumps, control valves, meters, strainers and filters, etc.
4. Perform laboratory and water analysis and all aspects of water testing in the Water Treatment Plant.
5. Perform carpentry, plumbing, and electrical duties as may be assigned.
6. Perform grounds maintenance for tank sites, PRV’s control vaults, master meter vaults, raw water intake house, clear well, and backwash recovery house, etc.
7. Maintain and service tools and equipment used by the water treatment plant. Perform repair of water pipeline breaks and/or water system malfunctions, etc.
8. Work on-call weekends and holidays to monitor and operate water treatment plant. Also be available for after hour maintenance emergency calls and as assigned.
9. Flexible to work with Coreline operators on distribution system to Ogala Sioux Tribe, Lower Brule Tribe, Rosebud Tribe, West River/Lyman Jones, Bureau of Reclamation and Project engineers.
10. Maintain accurate records and logs on operating conditions of the water treatment plant, raw water intake, clear well, and backwash recovery.
11. Assist in the design and fabrication of a variety of tools, pumps, valves, and water treatment plant.
12. Perform routine cleaning maintenance of Water Treatment Plant, flocculation basins, settling basins, filtering basins, wet well and clear well, backwash recovery well, and others assigned.
13. Use proper procedures of handling caustic chemicals related to water treatment such as Chloride, Fluoride, alum, caustic soda, hydrochloric acid and all other water treatment chemicals.
14. Make necessary process changes as indicated by jar tests.
15. Unload, store and use various chemicals such as hydrochloric acid, powered activated carbon, caustic soda, alum, potassium permanganate, cationic/anionic/nonionic polymers, corrosion inhibitors, chlorine, fluoride, and ammonia.
16. Maintain plant operating equipment and laboratory equipment in a clean and orderly condition.
17. Perform treatment process mathematical computations to determine proper mixture of chemicals, correct chemical amounts, and chemical usage.
18. Respond to chemical emergency alarms wearing appropriate personal protective equipment, such as respirators and self-containing breathing apparatus (SCBA).
19. Read and interpret gauges, meters, recording devices and process change data. Monitor and repair equipment for proper operation.
20. Other related duties as assigned by the immediate Supervisor.

Requirements and Knowledge:
1. Must have computer skills.
2. Must have knowledge of operation, maintenance and routine repair of electrical, hydraulic, and mechanical machinery in the water treatment plant.
3. Must have knowledge of tools, supplies, and materials used to perform electric, hydraulic, and mechanical tasks in the water treatment plant.
4. Must have knowledge of safety and efficient work practices and procedures.
5. Must be physically capable of lifting material up to 50 lbs.
6. Must be familiar with general water treatment plant operations and maintenance.
7. Must be familiar with installation of different types and sizes of pipe, water pumps, and chemical pumps.
8. Must have knowledge of general construction practices.
9. Must have the ability to use power tools effectively in repair and maintenance tasks.
10. Must have the ability to perform routine and preventative maintenance tasks on electrical, hydraulic, and mechanical equipment in the water treatment plant.
11. Must have the ability to identify problems with electrical and chemical pumps and other equipment.
12. Must be able to maintain precise and accurate records, such as lab testing equipment and SCADA computer equipment.
13. Must be able to maintain an effective working relationship with others, especially the public.
14. Must be able to communicate orally and written in a clear and effective manner.
15. Must be able to understand and follow directions.
16. Must be able to perform duties independently.
17. A minimum of one (1) year experience in repair of water industry equipment and machinery preferred.
18. Must have EPA recognized level I or II water treatment certification or obtain one within one (1) year.
19. Must have basic knowledge of SCADA (Supervisory Control and Data Acquisition) system.

Qualifications:
1. Must have High School Diploma/GED.
2. Must possess a valid Driver’s license and be insurable by the Oglala Sioux Tribe.

How to Apply:
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Vacancy Announcement #19-073

Position: Life Style Coach (2)
(Non-exempt)
Salary: Grade Level 16/0
($26,100 per annum)
Program: Oyate BliHelya (Diabetes Prevention)
Location: Reservation Wide
Opening Date: June 18, 2019
Closing Date: July 2, 2019

General Description of Duties:
The Life Style Coach will be responsible for utilizing all available resources in working with the at-risk youth, community members and their families. The Life Style Coach will provide overall services on a weekly basis. The Life Style Coach will be under the direct supervision of the Program Director.

Specific Duties:
1. Work in any/all schools reservation wide.
2. Implement diabetes prevention curriculum on one to one basis with participants and/or small group sessions for children.
3. Provide monthly reports to the Program Director
4. Complete all training in areas provided by the Diabetes Program.
5. Conduct community awareness and give presentations on diabetes.
6. Progress notes on all clients.
7. Follow-up on all students that are screened by the OST Diabetes Program.
8. Collaborate with all entities that help with the prevention of diabetes in children on the Pine Ridge Indian Reservation.
10. Implement procedures for securing records and client confidentiality properly.
11. Other related duties as assigned by the immediate supervisor.

Requirements and Knowledge:
1. Must be able to demonstrate exercises properly
2. Must be able to work independently at times and be self-motivated
3. Must be able to work well with others and assigned teams
4. Must have the ability to work with a wide variety of people.
5. Must be able to attend training as deemed appropriate.
6. Proficient writing skills required
7. Indian Preference applies.
8. CPR/First Aide Certification will be provided by the program upon hire to ensure student/community member safety when doing indoor/outdoor physical activities
9. Drug test prior to hire and a background check will be completed upon hire by the Oyate BliHelya Program.
10. HIPAA training and certification training will be provided by the Oyate BliHelya Program upon hire to ensure patient confidentiality and maintain HIPAA standards.
11. Must have knowledge of computers and basic computer skills with experience in making flyers, requests for events using MS Office Publisher, Word, Excel, etc.
12. Must be able to maintain caseloads/class-lists and weekly screening requirements.
13. Must have experience in filing and maintaining an orderly alphabetical file system.
14. Must be able to calculate BMI and body fat
15. Must be physically fit
16. Must be able to lift a minimum of 50 lbs.

Qualifications:
1. Must have a minimum of a High School Diploma/GED
2. Two years (2) experience in health, human services, communications, education, childcare, or related field.
3. Must possess a valid driver’s license, have access to reliable transportation, and be insurable under the Oglala Sioux Tribe.

How to Apply:
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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 working with children.
Vacancy Announcement #19-074

Position: Fitness Aide
(Non-Exempt)

Salary: Grade Level 21/0
($30,999 per annum)

Program: Oyate Blihelya Program

Location: Pine Ridge, So. Dak.

Opening Date: June 18, 2019
Closing Date: July 2, 2019

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General Description of Duties:
The Fitness Aide will be responsible for utilizing all available
resources in working with the at-risk youth and their families. The Fitness Aide will assure that services are
consistent with patient/client standards of care and will provide overall services on a weekly basis. The Fitness Aide will be under the direct supervision of the Program Director

Specific Duties:
1. Work daily in all/any schools reservation wide.
2. Implement diabetes prevention curriculum on one to one basis with participants and/or small group sessions for children.
3. Provide monthly reports to the Program Director
4. Complete all training in areas provided by the Diabetes Program.
5. Conduct community awareness and give presentations on diabetes prevention and awareness
6. Progress notes on all students
7. Follow-up on all students that are screened by the OST Diabetes Program.
8. Collaborate with all entities that help with the prevention of the diabetes on the Pine Ridge Indian Reservation.
10. Implement procedures for securing records and client confidentiality properly.
11. Other related duties as assigned by the immediate supervisor.

Requirements and Knowledge:
1. Must have the ability to work with a wide variety of people.
2. Must be able to attend training as deemed appropriate.
3. Proficient writing skills required
4. Indian Preference Applies.
5. Must be able to obtain CPR/First Aide certification within one year after hire.

6. Drug test prior to hire, and a back-ground check will be completed upon hire by the Oyate Blihelya Program.
7. HIPPA training and Certification training will be provided by the Oyate Blihelya Program upon hire to ensure patient confidentiality and maintaining HIPPA Standards.
8. Must have knowledge of computers and basic computer skills.
9. Must be able to maintain weekly screening requirements.
10. Must be able to make referrals to other programs as necessary.
11. Must be physically active and in good health
12. Must be able to lift a minimum of 50 lbs
13. Must be able to demonstrate how to perform exercises properly
14. Must know how to calculate BMI, height, weight and body fat.
15. Required to obtain and pass the COOPER Certification testing within one year of hire.

Qualifications:
1. Must have a minimum of a High School Diploma/GED
2. Two years (2) experience in health, human services, communications, education, childcare, or related field.
3. Must possess a valid driver’s license, have access to reliable transportation, and be insurable under the Oglala Sioux Tribe.

How to Apply:
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Vacancy Announcement #19-075

Position: Clerical Assistant (Non-Exempt)

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

Program: Property & Supply

Location: Pine Ridge, So. Dak.

Opening Date: June 18, 2019
Closing Date: July 2, 2019

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**General Description of Duties:**
The Clerical Assistant is a non-supervisory clerical support position for the Property & Supply Department staff. The Clerical Assistant will be under the direct supervision of the Property & Supply Director.

**Specific Duties:**
1. Greet the general public, answer the telephone, respond to request for information and direct individuals to the correct Property & Supply staff for further assistance.
2. Perform word processing duties; including letters, reports, memorandums and other documents as required by staff.
3. File, log correspondence, route mail and incoming documents, and operate routine office machines.
4. Assist in the maintenance of any database required for the efficient operation of the procurement systems.
5. Serve as a back up to the Processing Clerk.
6. Assist in the annual inventory of property and supplies.
7. Perform other related duties as required by the Property & Supply Director.

**Requirements and Knowledge:**
1. Word processing skills.
2. Ability to operate all basic machines common to any office environment.
3. Applicant must be bondable

**Qualifications:**
1. Must have a High School Diploma or equivalent GED.
2. Must have one (1) year of clerical experience.

**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:**
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.

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 #19-076

Position: Collection Specialist  
(Non-exempt)

Salary: Grade Level 14/0 – 15/0  
($24,365 - $25,218 per annum)

Program: OST Revenue Department

Location: Pine Ridge, So. Dak.

Opening Date: June 18, 2019

Closing Date: July 2, 2019

General Description of Duties:
The Collection Specialist will be responsible for enforcement and collection of outstanding revenues owed to the Oglala Sioux Tribe as prescribed in the OST Ordinances and/or other existing Resolutions. These duties will be performed on individuals and businesses that are required to pay Tribal taxes or fees, or loan payments, and have failed to do so, resulting in outstanding debt to the Oglala Sioux Tribe. The Collection Specialist will be under the direct supervision of the OST Department of Revenue Director.

Specific Duties:
1. Responsible for gathering pertinent information from entities to keep database system updated. Includes gathering pertinent information from the Data Clerk and/or Compliance Officer so they can input information.
2. Responsible for getting information on all new businesses to Data Clerk and/or Compliance Officer to ensure current updates to the database system.
3. Responsible for reviewing Bureau of Indian Affairs land records to determine that tribally required land use taxes are current for all leases and to begin Lease cancellation procedures for delinquent accounts.
4. Audit all individual Department of Revenue, including the Department of Revenue Loan Program files on a quarterly basis to determine proper tax and license requirements are current.
5. Prepare a list of delinquent accounts that have an existing debt to the Oglala Sioux Tribe, including loans, taxes and license payments on a monthly basis for review by the Director of Revenue.
6. Prepare any necessary legal proceedings for the collection of unpaid debt.
7. Responsible for ensuring that all businesses are licensed by the State of South Dakota Department of Revenue for sales tax collection purposes.
8. Review with the TERO staff on a monthly basis the list of construction contractors to ensure proper licenses have been issued and that the Contractor’s Excise tax is being paid.
10. Responsible for following procedures of collecting taxes, including written notification, follow-up and notification of pending civil action in tribal court.

11. Responsible for monthly reports on default or non-compliance to the Department of Revenue Director including specific names, programs, businesses, etc.
12. Consult with the department of Revenue Director on any problems encountered with the imposition of enforcement of Tribal Ordinances and recommend solutions.
13. Enter payments into database system, tracking individual customer, employee, or businesses outstanding balance.
14. Other duties as assigned.

Requirements and Knowledge:
1. Must be aggressive, outgoing, and present self with a pleasant demeanor.
2. Must be self-starter and work with little or no supervision.
3. Must be knowledgeable of business practices and business math.
4. Must be knowledgeable or gain knowledge of Oglala Sioux Tribal Tax Ordinances and/or be willing to research and learn existing ordinances, resolutions, and tax laws currently in force.
5. Must be knowledgeable or gain knowledge in computers and database systems.
6. Must be willing to go out on site visits to the various districts.
7. Must possess excellent oral and written communication skills.
8. Must maintain confidentiality of all information collected and contained within the office.
9. Must be bondable.

Qualifications:
1. AA Degree in Business Administration preferred. High School/GED and two (2) years of experience in a business-related field or Court/Legal Proceedings required.
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)

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 #19-077

Position: Security Officer (3)  
(Non-exempt)

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

Program: Office of Support Services

Location: Pine Ridge, SD

Opening Date: June 18, 2019

Closing Date: July 2, 2019

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General Description of Duties:
The Security Officer will be responsible for the overall protection of all Oglala Sioux Tribe’s Property located in the Pine Ridge Village area. The property will include Twenty-Three Buildings, Fifteen Trailers, Nine Storage Bins, Nine Storage Sheds, and Eight Fenced in areas, Three Garages, and all the program vehicles. While on duty the Officer will police areas to prevent any attempts of theft, vandalism of any OST property, keep the public from loitering around after business hours, and will make sure all program vehicles are secure. During normal business hours, the Officer will try to prevent intoxicated persons from entering any of the O.S.T. tribal buildings Support Services is posted at. Will protect Tribal employees at all three locations from any forms of threats and will escort individuals out of any office when necessary. All Security Officers will wear a uniform according to the dress code set by the Program Director while on duty. There will be no alterations to the dress code. See specific duties below for more in-depth job description. The Security Officer will be under the direct supervision of the O.S.T. Support Services Supervisor and Director.

Specific Duties:
1. Assignment will be to one of the three security posts located in the Pine Ridge area. Human Resource Building (Old Housing Authority), Airport Building (Old DDS), and O.S.T. Administration Building.
2. Will be accountable for maintaining a detailed Daily Activities Log during shift.
3. While on duty at the O.S.T. Administration Building responsibilities will be ten buildings, thirteen trailers, seven storage sheds, nine bins, Property & Supplies fenced yard, Special Education’s fenced yard, Diabetes fenced yard, Child Care Buildings fenced yard, and all program vehicles.
4. Assignment at the Human Resource Building the Officers’ responsibilities will be eleven buildings, one gated area, one trailer, two storage sheds, one garage, and all program vehicles.
5. The Airport responsibilities will be two buildings, one trailer (Election Board), 4 fenced in areas (Water & Sewer, Mni Wiconi, Transportation, and O.S.T. Transit), and all program vehicles.
6. Will keep the peace at your assigned duty post and maintain order as well during business hours. When addressing the public be respectful, polite, and professional.
7. When making security checks if there is a building or vehicle open place a slip that has the Support Services information on it for them to call. The slip informs the office they had a door or vehicle open and fill out an incident report as well. Incident reports are for any out of the ordinary activity that occurs while on duty.
8. If unable to work your assigned shift call the Supervisor first if no one answers then call the Director. Will need to keep calling until you reach either one.
9. Will assist all O.S.T. Programs when needed in the Pine Ridge area.
10. The Program will assign a call sign to use while on duty for Public Safety.
11. The Chain of Command for the Program is the Supervisor, then the Director, and last the Chief of Staff.
12. Monitor camera system at the Administrative Building or Airport Building if assigned to either post.
13. Assist the Election Committee if assigned to keep the peace at selected polling places.
14. Maintain hygiene while on duty and will show up for duty groomed.
15. Be capable of performing some light, moderate, and heavy lifting when directed.
16. If assigned to dayshift at the Tribal Building will assist the Clinical Lab when needed.
17. Notify Public Safety, or the Fire Department with handheld radio when necessary.
18. Communicate with Security at other post with a handheld radio or cell phone while making security checks.
19. The Program operates during Holidays and any Administrative Leave granted by the President.
20. The job requires you to be on call, so it is a requirement there is a working number that you can be reached at. Will need to be flexible to work a rotating schedule, and overtime as well.
21. Do not clock out or leave your post until your relief shows up. Leaving without authorized permission from the Director or Supervisor is not acceptable and disciplinary action may occur.
22. If you use one of the program vehicles or ATVs’ you will be required to check all vital fluids, tire pressure, and make sure the lights are functional before your shift starts.
23. If assigned to attend O.S.T. Tribal Council Meetings you will be there to keep peace and order for everyone who attends, and that includes all the Tribal Council Members.
24. During the Veterans Pow Wow, and Oglala Nation Pow Wow all Support Service Staff will work extra shifts starting on Thursday ending on Sunday.
25. Try to let the Supervisor know ahead of time if possible when you will need to take some time off so it will give time to find a replacement to cover your shift.
26. Make a minimum of four patrols of your assigned area. If on the 4 p.m. to 12 a.m., or 12 a.m. to 8 a.m. shifts it is required that two thorough checks are performed of assigned buildings, vehicles, sheds, storage bins, and fenced in areas for each shift. For the fenced in areas make sure there is a chain and paddle lock on the gate, if not secure the area if left open. If a fenced area is open then you must check the building to make sure no one is still working, then secure the area. If no one is present make sure it is documented with an incident report and daily shift log.
27. The Program Supervisor will set up training to certify all new Security Officers to carry pepper spray, a collapsible baton, Taser, and handcuffs on a duty belt. Hand to hand combative training and the proper procedure to handcuff an individual is also a required class that must be completed. The Supervisor will also track all Security Officers’ to set up training for recertification when needed.
28. The fuel for all the program vehicles will be taken care of by the Director, Supervisor, or assigned personnel.
29. Program vehicles will only be used for making patrols. There will be no excuse for the vehicles to be in the housing areas or taken home. The only area authorized is the Internet Café because of the location.
30. Dress uniform consists of a security shirt, security hat, black pants, and black duty boots. The duty belt will be issued once you are certified. Uniform will be clean, wrinkle free, shirt tucked in, and will be worn in a professional manner at all times. It is mandatory for all Security Officers to follow the dress code.
31. Will be responsible for all issued uniforms, and duty gear. Program does not provide pants and boots.
32. Security Officers will perform any other task directed by the O.S.T. Support Services Supervisor and Director.

Requirements and Knowledge:
1. Will need to pass a background check.
2. Pass a pre-employment Drug & Alcohol Test.
3. Must be alcohol and drug free.
4. Complete a CPR course for Adults & Children, First Aid class, and train to operate an AED (Automatic External Defibrillator). The Supervisor will set up training if needed.
6. Prior related experience preferred, if not must be willing to attend security training that will be scheduled by O.S.T. Support Services Supervisor. To be certified you will need to successfully pass the Handcuffs, Baton, Pepper Spray, Taser training, and Combative procedures training.
7. Strong moral character is needed to be responsible, honest, and reliable for the duties that you will be performing while on the job with Support Services.

Qualifications:
2. Must be 21years or older.
3. Valid Driver’s License (For Insurance Purposes to operate Program Units).

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 #19-078

Position: Traffic Court Clerk
(Non-Exempt)

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

Program: Oglala Sioux Tribal Court

Location: Pine Ridge, So. Dakota

Opening Date: June 18, 2019
Closing Date: July 2, 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 Traffic Court. This position is under the direct supervision of the Court Administrator and the Chief Judge.

Specific Duties:
1. Maintain the records of all traffic 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 Traffic Court.
3. Maintain all evidentiary materials, transcripts and records of testimony filed with the Traffic Court.
4. Responsible for operating Traffic 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. Administer oaths and witnessing execution of documents.
8. Provide security for files, documents and materials filed with or in the custody of the courts and ensuring that they are not removed from the offices of the Clerks and the courts upon the specific instructions of the judges of the courts.
9. Maintain confidentiality and proper decorum of the Traffic Court.
10. Train and be willing to use of JustWare court management software.
11. Work closely with the Chief Judge to schedule Traffic Court docket.
12. Collect and account for traffic fines taken into the custody of the Traffic Court.
13. Establish priorities in completing daily assignments in a timely and accurate manner.
14. Other related duties as assigned by the Court Administrator.

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 be computer literate with knowledge of Microsoft Office.
7. Must be willing and able to attend local and out-of-state training.
8. Must become familiar with and adhere to Code of Ethics for Court personnel within ninety (90) days.
9. May be required to work beyond regular business hours.
10. Must be required to become familiar with court management software within ninety (90) days of employment.
11. Must have excellent customer service skills in person and on the telephone.
12. Must demonstrate excellent written and verbal communication skills.
13. Individual must be able to pass a criminal background investigation.
14. Must be able to pass a drug test.

Qualifications:
1. High School Diploma or GED required.
2. Must have one (1) year of experience with equivalent combination of training, education 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 #19-079

Position: Public Defender Clerk (Non-exempt)

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

Program: Oglala Sioux Tribal Court

Location: Pine Ridge, So. Dak.

Opening Date: June 18, 2019
Closing Date: July 2, 2019

General Description of Duties:
The Public Defender Clerk shall be responsible for providing clerical, secretarial and administrative support work in maintaining office operations and shall be responsible for controlling and maintaining security of program records. The Secretary will provide administrative support to the office by assuming responsibility of processing and maintaining records. Public Defender Clerk will be under the supervision of the Court Administrator.

Specific Duties:
1. Maintain a master alpha-numeric file system of criminal and civil cases.
2. Type routine office correspondence and memoranda.
3. Enter case dispositions into computer after arraignments as to the type of plea entered, type of sentence or bond imposed and defendant’s court hearing/trial dates.
4. Record information on Case Summary form and attach all necessary forms.
5. Assist in drafting criminal case motions such as continuances, bond and probation revocations, or dismissals.
6. Assist in the drafting of petitions, pleadings, and orders upon the authorization of the Prosecutor.
7. Receive the public; respond to inquiries from the public and refer, when necessary, to appropriate person.
8. Type documents such as petitions, motions, orders, sentencing recommendations and other materials requiring judgment as to contest, accuracy, and completeness.
9. Compile and prepare monthly statistical reports.
10. Act as custodian of documents and records; establish and maintain filing system and control program records.
11. Perform other related administrative and clerical duties as assigned by Supervisor.

Requirements and
1. Must have general knowledge of office practices and office procedures.
2. Must be able to type with accuracy and speed.
3. Must have the ability to maintain a friendly, courteous and professional attitude.
4. Must be computer literate.
5. Must be able to work under high pressure with excellent organizational skills with the ability to multi-task.

Qualifications:
1. Must have a High School Diploma or GED Certificate.
2. Must have a minimum of one (1) year experience in secretarial and records management.
3. 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 #19-080

Position: Court Clerk  
(Non-Exempt)

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

Program: Oglala Sioux Tribal Court

Location: Kyle, So. Dak.

Opening Date: June 18, 2019

Closing Date: July 2, 2019

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 ensuring 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.)

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Vacancy Announcement #18-100

Position: Medical Clerk
Salary: Grade Level 14/0 ($24,365 per annum)
Program: OTITIS Media
Location: Pine Ridge, So. Dak.

Opening Date: June 18, 2019
Closing Date: July 2, 2019

General Description of Duties:
The purpose of this position is to serve as receptionist and assist with clerical duties to provide efficient services to clients, visitors, and other health care providers under the direction of the ENT Department Director (Otitis Media Program Director).

Specific Duties:
1. Answers the telephone, taking complete comprehensive messages when necessary.
2. Continues to maintain and update files, both the Oglala Sioux Tribe and Indian Health Service.
3. Maintains the appointment system with the RPMS for the scheduled Audiology Clinic to accommodate the medical and personal needs of patients, as well as the provider's schedules.
4. Assists the Director in keeping and updating a system for referrals of patients from Outpatient Department, outlying clinics and Pine Ridge Area schools.
5. Locates patient's names on the computer, prints cover sheet with patients' appointment & Health Summaries to have charts pulled for appointed clinic, if needed, retrieves charts, stamps patient care encounter forms and appropriate ENT/Audiology charge tickets.
6. Institutes corrective action to reschedule appointments and notifies patient when there is a change in provider schedule or cancellation of appointment. Instructs patients regarding what is expected from them in keeping appointments.
7. Receptionist duties include: receives phone calls and assesses the patient's need for routine, urgent and emergent appointments with the appropriate provider clinic; answers inquire of a general nature by: physician staff, other departments, visitors, and patients, assisting them in a friendly and cooperative manner; and uses proper telephone etiquette, keeping personal telephone calls to a minimum.
8. Keeps patient records in order with all forms properly identified; copies and compiles other data as directed; coordinates appointments with other departments.
9. Assists the ENT Director during scheduled clinics and maintains log sheets of patient visits.
11. Exhibits a professional attitude and neat personal appearance and remains pleasant in interactions with patients, co-workers, other hospital departments and general public.
12. Attends training that is mandatory or recommended to improve and update knowledge and skills.
13. Using the Requisition forms provided, orders supplies from the Property and Supply departments of the Indian Health Service and Oglala Sioux Tribe.
14. Prepares travel authorizations, travel reports, requisitions for supplies, payroll, and maintains the cuff account of program expenses.
15. Performs other duties as assigned.

Requirements and Knowledge:
1. Knowledge of confidentiality of patient records
2. Knowledge of computers and willing to learn computer applications

Qualifications:
1. High School Education for GED
2. One full year of clerical experience (preferred)

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 APPLICATION WILL NOT BE CONSIDERED)

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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: June 18, 2019  
Closing Date: July 2, 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 available to cover when unit is uncovered. 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.

**How to Apply:**
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**Notice:**
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Vacancy Announcement #19-004

Position: Case Manager (1)
            (Non-exempt)
Salary: Grade Level 29/0
            $40,820 per annum
Program: Anpetu Luta Otipi
Location: Pine Ridge, So. Dakota
Opening Date: June 18, 2019
Closing Date: July 2, 2019

RE-ADVERTISED

General Description of Duties:
The Case Manager is a social work professional responsible for the implementation of phase III (Case management and recovery plan development), and phase IV (Client follow-up) of client services. The Case Manager works with the client to develop a unique recovery/discharge plan and ensures that appropriate resources are arranged to maximize long-term success.

Specific Duties:
Administrative
1. File client data in accordance with program policies and procedures. Anpetu Luta Otipi (ALO) has very specific procedures for filing client electronic and hardcopy records which must be adhered to consistently.
2. Document client services using ALO’s data management system in a manner that is timely and accurate.

Technical
1. Become familiar with the current body of behavioral health/public health literature related to alcohol, commercial tobacco, and substance abuse.
2. Utilize best and promising practice interventions to guide the planning and implementation of client services.
3. Manage an assigned client caseload where the Case Manager serves as a guide through the treatment and recovery process while using a recovery plan and progress notes to chart each client’s success.
4. Utilize appropriate processes to screen and assess individuals for addiction and mental health issues.
5. Lead the coordination of individualized behavioral health services that are deemed to be the most appropriate for the client.
6. Make regular progress on academic work required to secure or maintain licensing as demonstrated by documentation of successful course completion.

Other Client and Public Services
1. Transportation of clients for appointments, program sanctioned activities, and to referral agencies.
2. Participate in weekly client staffings.
3. Prepare and deliver information related to the health, economic, and social consequences of alcohol, commercial tobacco, and other drug abuse.
4. Maintain the professional code of ethics described by the National Association of Social Workers (NASW)
5. Perform all other duties as assigned by the direct supervisor or program director.

Requirements and Knowledge:
1. Must demonstrate expert knowledge, skills, and abilities related to the 12 core addiction counselor functions.
2. Must maintain sobriety throughout the duration of employment.
3. Must have a basic understanding how Lakota culture, values, and worldview can be used to promote alcohol and drug abstinence and healthy lifestyle choices.
4. Must participate in all required clinical staff development training and work with the Clinical Supervisor to negotiate an individualized professional development plan.
5. Must have functional knowledge of Microsoft Office suite software including Word, PowerPoint, Publisher, and Excel.
6. Must have strong written and verbal communication skills. The amount of writing required of Addiction Counselor Trainees is considered moderate to high.
7. Must adhere to confidentiality regulations in accordance with 42CFR and HIPPA.
8. Must be assertive and use good judgment when involved in situations that may be emotionally intense.
9. Must be able to respond to any client emergency during work/duty hours.
10. Must abide by Anpetu Luta Otipi program policies and procedures.
11. Must take and pass a physical exam and TB skin test.

Qualifications:
2. Must have a valid driver’s license and be insurable under the Oglala Sioux Tribe’s Vehicle Insurance plan.
3. Must have no prior felony convictions in the last five (5) years.
4. Must have no misdemeanor convictions in the past one (1) year. (excluding minor traffic violations)
5. Must maintain sobriety throughout the duration of employment.
6. Must demonstrate expert knowledge, skills, and abilities related to the 12 core addiction counselor functions.
7. Must maintain sobriety throughout the duration of employment.
8. Must have a basic understanding how Lakota culture, values, and worldview can be used to promote alcohol and drug abstinence and healthy lifestyle choices.
9. Must participate in all required clinical staff development training and work with the Clinical Supervisor to negotiate an individualized professional development plan.
10. Must have functional knowledge of Microsoft Office suite software including Word, PowerPoint, Publisher, and Excel.
11. Must have strong written and verbal communication skills. The amount of writing required of Addiction Counselor Trainees is considered moderate to high.
12. Must adhere to confidentiality regulations in accordance with 42CFR and HIPPA.
13. Must be assertive and use good judgment when involved in situations that may be emotionally intense.
14. Must be able to respond to any client emergency during work/duty hours.
15. Must abide by Anpetu Luta Otipi program policies and procedures.
16. Must take and pass a physical exam and TB skin test.

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 #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: June 18, 2019
Closing Date: July 2, 2019

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Closing Date: July 2, 2019
Opening Date: June 18, 2019
Location: Rapid City, So. Dak.
Salary: Grade Level 38/0 ($55,633 per annum)

General Description:
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 professionals 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 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)

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.
RE-ADVERTISED

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: June 18, 2019
Closing Date: July 2, 2019

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.
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)

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Vacancy Announcement #19-053

Position: Certified Nurse Assistant (2)  
(Non-Exempt)

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

Program: Native Women's Health Clinic

Location: Rapid City, So. Dak

Opening Date: June 18, 2019
Closing Date: July 2, 2019

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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RE-ADVERTISED
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: June 18, 2019
Closing Date: July 2, 2019

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 #19-059

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: June 18, 2019
Closing Date: July 2, 2019

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.
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 able 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.)

Notice:
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