



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.oqlalalakovation.info.

Opening Date: October 1, 2018

Closing Date:

October 15, 2018

18-107	Receptionist/Clerk	Attorney General Office	Pine Ridge, So. Dakota
18-108	Caregiver Advocate	Elderly Meals Social/Nutrition	Pine Ridge, So. Dakota
18-109	Data Technician	Enrollment Department	Pine Ridge, So. Dakota
18-110	Administrative Assistant	Food Distribution	Pine Ridge, So. Dakota
18-111	Security Guard	Food Distribution	Pine Ridge, So. Dakota
18-112	Warehouseman (2)	Food Distribution	Pine Ridge, So. Dakota
18-113	Director	Motor Fuels Program	Pine Ridge, So. Dakota
18-114	Compliance Officer	Revenue Department (FAO)	Pine Ridge, So. Dakota
18-115	Facility Manager/Custodian	Revenue Department (FAO)	Pine Ridge, So. Dakota
18-116	Court Clerk (2)	Tribal Court	Pine Ridge, So. Dakota
18-117	Bond Clerk	Tribal Court	Pine Ridge, So. Dakota
18-118	Director	Tribal Employment Rights Office -TERO	Pine Ridge, So. Dakota

RE-ADVERTISEMENTS

17-143	Telephone Operator	Tribal Court	Pine Ridge, So. Dakota
18-020	Records Clerk (1)	Department of Public Safety	Pine Ridge, So. Dakota
18-028	District Maintenance/Janitor (1)	Administration	Pass Creek District CAP
18-045	Security Officer (3)	Support Services	Pine Ridge, So. Dakota
18-062	Community Health Representative	Community Health Representative Program	Porcupine, So. Dakota
18-069	Pesticide Enforcement/Inspector	Environmental Protection Program	Pine Ridge, So. Dakota
18-075	Secretary	Credit and Finance	Pine Ridge, So. Dakota
18-078	Accounts Payable Technician (2)	Fiscal Accounting Office (FAO)	Pine Ridge, So. Dakota

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 #18-107

Position: Receptionist/Clerk
(Non-exempt)

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

Program: Attorney General Office

Location: Pine Ridge, So. Dak.

Opening Date: October 1, 2018
Closing Date: October 15, 2018

General Description of Duties:

The Receptionist/Clerk will perform routine typing and clerical office duties. The Receptionist/Clerk's specific function is the upkeep and maintenance of all filing systems within the office. The Receptionist/Clerk will also be responsible for the organization and updating of all administrative files and forms. The Receptionist/Clerk will be under the direct supervision of the OST Attorney General Legal Secretary.

Specific Duties:

1. Answer the telephone with a courteous manner at all times.
2. Record messages – telephonic and/or telegraphic on all placed calls.
3. Receive the general public coming into the establishment, ascertain their wants and direct to appropriate destination.
4. Route incoming calls to appropriate department(s).
5. Record name, time of call, nature of business and person called upon. When necessary, make future appointments and answer inquiries.
6. Establish and maintain an accurate and complete manual and electronic filing system for incoming correspondences on all incoming documentation.
7. Show professionalism in a courteous manner when greeting or meeting with employees and visitors.
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.

Qualifications:

1. Must possess a High School Diploma/GED
2. Must have four (4) years of clerical or secretarial experience.
3. Must have no prior felony convictions.
4. 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. 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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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 #18-108

Position: Caregiver Advocate
(Non-exempt)

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

Program: Elderly Meals
Social/Nutrition Title VI

Location: Reservation Wide

Opening Date: October 1, 2018
Closing Date: October 15, 2018

General Description of Duties:

The Caregiver Advocate will be responsible for coordinating activities that will insure success and meeting of the goals of the Native American Caregiver Support Program for the Oglala Sioux Tribe. The Caregiver Advocate will work directly under the supervision of the Director.

Specific Duties:

1. Prepare and maintain bookkeeping procedures for all monthly records.
2. Work with caregivers in Nutrition, Human Services and Mental Health Services.
3. Provide Caregiver training to caregivers and clients.
4. Order and distribute supplies as needed.
5. Ability to work with Elders and clients as caregiver.
6. Knowledgeable of Traditional Lakota cultural nutritious foods.
7. Daily visits to the nine sites to talk with caregivers
8. Keep individual logs with district caregiver records during visitation
9. Use of technological service to the elderly meals sites
10. Deliver supplemental food and supplies to each site when needed.
11. Other related duties as assigned by the Director.

Requirements and Knowledge:

1. Must be computer literate.
2. Must be able to travel locally and out of state and be able to do itineraries and travel reports.
3. Must be able to work with support groups.
4. Must possess public relation skills.
5. Must have knowledge of Social Services skills.
6. Bilingual English/Lakota Language preferred.

Qualifications:

1. Must have a High School or GED
2. Six (6) months experience working in an office environment.
3. Must have valid Driver's License with a reliable vehicle and liability insurance.

How to Apply:

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Vacancy Announcement #18-109

Position: Data Technician
(Non-exempt)

Salary: Grade Level 12/0
(\$22,755 per annum)

Program: Enrollment Department

Location: Pine Ridge, So. Dak.

Opening Date: October 1, 2018
Closing Date: October 15, 2018

General Description of Duties:

The Data Technician is responsible, as assigned, in the implementation of the program’s goals, objectives, i.e. operating software of the OST Enrollment Department. The Data Technician provides support services for the administrative users (Enrollment personnel) in providing services to the general public. The Data Technician is under the direct supervision of the Enrollment Director.

Specific Duties:

1. Provide data processing services and support in the data, preparation of statistical status reports, mass mailing and other technical reports as assigned, all data must be kept confidential and secured.
2. Serve as primary point of contact for data entry tasks in the software program established for the OST Enrollment Department.
3. Maintain the computer system (file server) used by the OST Enrollment Department, this includes identifying problems in the computer, communication lines, computer system, and advising the users where to obtain appropriate technical assistance.
4. Provide in-house training on word processing, window programs and the primary software for tribal identification cards.
5. Maintain adequate supplies, paper, toner, cartridges, etc.
6. Other program related duties as assigned by the supervisor.

Requirements and Knowledge:

1. Advanced knowledge of various software applications such as word processing programs, spreadsheets, business graphics; database and operating systems.
2. Knowledge of scanning and importing documents into Progeny software preferred, must have or be willing to obtain Progeny software training.
3. Must possess excellent verbal and written communications skills
4. Must have knowledge of printers, personal computers features, personal configuration options, saving and retrieval of data methods and locations.
5. Must be able to work forty (40) hours per week.
6. Must maintain confidentiality of enrollment records and must adhere to the Privacy Act Regulations at all times.

Qualifications:

1. Must have a two (2) year certificated/degree in computers

How to Apply:

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Vacancy Announcement #18-110

Position: Administrative Assistant
(Non-Exempt)

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

Program: Food Distribution

Location: Pine Ridge, So. Dak.

Opening Date: October 1, 2018
Closing Date: October 15, 2018

General Description of Duties:

The Administrative Assistant is involved in various day to day operation of the office and supports the work of management and other staff. The Administrative Assistant is under the general supervisor of the Program Director.

Specific Duties:

1. Receive, direct and relay telephone message and fax messages
2. Direct the general public to the appropriate staff member
3. Pick up and Deliver mail
4. Open and Stamp all general correspondence
5. Assist in the planning and preparation of meetings
6. Maintain an adequate inventory of office supplies
7. Respond to public inquires
8. Develop and maintain a current and accurate filing system
9. Coordinate the repair and maintenance of office equipment
10. Perform other related duties assigned by the Program Director

Requirements and Knowledge:

1. AIS Automated Inventory System knowledgeable

2. Cuff Account knowledgeable
3. Accounts payable knowledgeable
4. Office Efficiency knowledgeable
5. Proficiency in the use of computer program for word processing, data bases, spreadsheets. Bookkeeping, internet and e-mail.
6. Must have some knowledge of general clerical operations and knowledge with computers
7. Must have accounting knowledge

Qualifications:

1. Must have High School Diploma/or GED, A.A. in General Business preferred but not required
2. One year or less in Administrative field.

How to Apply:

Submit a complete OST Application for Employment to the OST Personnel Office 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 #18-111

Position: Security Guard
(Non-Exempt)

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

Program: Food Distribution

Location: Pine Ridge, So. Dak.

Opening Date: October 1, 2018
Closing Date: October 15, 2018

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 Forman.

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, they 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 Forman.
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***)

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Vacancy Announcement #18-112

Position: Warehouseman (2)
Salary: Grade Level 1/0
(\$15,579 per annum)
Program: Food Distribution
Location: Pine Ridge, SD

Opening Date: October 1, 2018
Closing Date: October 15, 2018

General Description of Duties:

The Warehouseman should have some knowledge of each monthly breakdown for proper distribution of Commodity foods. The Warehouseman should have considerable knowledge of warehouse operations. The Warehouseman will be directly supervised by the Program Director or the designated supervisor.

Specific Duties:

1. Perform and take accurate monthly and daily inventory of the warehouse merchandise.
2. Keep a written report on commodity percipients every month and turn them into the commodity clerk.
3. 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.
6. Must be able to stack and load cases of various types of commodities by manual labor without difficulty. Heavy lifting involved, therefore must be in excellent physical health. (No existing or pre-existing back problems)
7. Must have knowledge of monthly breakdown of commodities for each person every month in each district.
8. Must be reliable, responsible and honest.

Qualifications:

1. High School diploma or 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 #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: October 1, 2018
Closing Date: October 15, 2018

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:

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 #18-114

Position: Compliance Officer
Salary: Grade Level 15/0
(\$25,218 per annum)
Program: Revenue Department
Location: Pine Ridge, So. Dak.
Opening Date: October 1, 2018
Closing Date: October 15, 2018

General Description of Duties:

The Compliance Officer will be responsible for enforcement and collection of revenues owed to the Oglala Sioux Tribe as prescribed by OST Ordinances and/or other existing OST Resolutions. These duties will be performed by making periodic checks on individual businesses required to pay Tribal taxes or have Tribal licenses. Ensuring proper and timely payment of such licenses and taxes. The Compliance Office will assist the Director in maintaining an updated database for these accounts. The Compliance Officer will be under the direct supervision of the Department of Revenue Director.

Specific Duties:

1. Responsible for gathering pertinent information from entities to keep database system updated.
2. Responsible for getting information on all new businesses to Data Clerk and/or Secretary to insure current updates to the data base system.
3. Responsible for reviewing Bureau of Indian Affairs land records to determine tribally required land use taxes for individual billings.
4. Audit all individual Department of Revenue files on a quarterly basis to determine that proper tax and license requirements are current.
5. Prepare a list of names requiring changes in tax and license payments on a quarterly basis for review by the Director of Revenue
6. Conduct spot checks and make sure that all peddlers have a daily or monthly business permit.
7. Responsible for ensuring that all businesses and peddlers are licensed with the State of South Dakota for sales tax collection purposes.
8. Review with the TERO staff on a monthly basis the list of contractors to ensure proper licenses have been issued and taxes are being paid.
9. Prepare on a quarterly basis a list of outstanding amounts due for review by the Revenue Director.
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 weekly reports on default or non-compliance to Revenue Director including specific names, programs, businesses, etc.
12. Consult with Director on any problems encountered with the imposition of enforcement of Tribal Ordinances and recommend solutions.
13. Receive cash and checks for a daily bank deposit.
14. Enter processed vouchers and applications into database system for payment.

15. Enter payments into database system, tracking the individual customer, employee, or businesses outstanding balances.
16. Collect and ensure that all OST Tribal program checks are recorded, scanned and deposited in a timely manner and correctly
17. Prepare a monthly report, and email to all OST Tribal programs of current licensed businesses.
18. On a monthly basis, invoice businesses that have a license due to expire in the upcoming month.
19. Other duties assigned by supervisor.

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 in computers and data base systems.
5. Must be knowledgeable of the Oglala Sioux Tribal Tax Ordinances and/or be willing to research and learn existing ordinances, resolutions, and tax laws currently in force.
6. Must be bondable.
7. Must be willing to go out on site visits to the various districts.
8. Must possess excellent oral and written communication skills.
9. Must maintain confidentiality of all information collected and contained within the office.

Qualifications:

1. Associates Degree in Business Administration **or** High School Diploma/GED with four (4) years' experience in a business-related field.
2. Must have a valid South Dakota Driver's License and have own vehicle.

How to Apply:

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Vacancy Announcement #18-115

Position: Facility Manager/Custodian
(Non-Exempt)
Salary: Grade Level 21/0
(\$19,820 per annum)
Program: Revenue Department
Location: Pine Ridge, So. Dak.
(Billy Mills Hall)

Opening Date: October 1, 2018

Closing Date: October 15, 2018

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 Manger/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 guest have been debriefed 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 details 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 chemical. (mops, brooms, buckets, etc.)
4. Ensure care and oversight for the general protection of the Billy Mills Halls Facility.
5. Report 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. Debrief and familiarize the rental patrons with the OST Billy Mills Hall rules and regulations.
11. Monitor the conduct of rental customers, patrons and guests. 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.

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 #18-116

Position: Court Clerk (2)
(*Non-Exempt*)
Salary: Grade Level 14/0
(\$24,365 per annum)
Program: Oglala Sioux Tribal Court
Location: Pine Ridge, So. Dak.
Opening Date: October 1, 2018
Closing Date: October 15, 2018

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 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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Vacancy Announcement #18-117

Position: Bond Clerk
(Non-exempt)

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

Program: Oglala Sioux Tribal Court

Location: Pine Ridge, So. Dak.

Opening Date: October 1, 2018

Closing Date: October 15, 2018

General Description of Duties:

The Bond Clerk is responsible for receiving and receipting all Court funds and for the preparation of deposit forms to deliver with all court revenue to OST Revenue Compliance Office located in the Financial Accounting Office for deposit of funds into the applicable account. This is a non-supervisory position. The Bond Clerk will be under the direct supervision of the Court Administrator.

Specific Duties:

1. Receive and receipt all Court income, from each department and all sources, including fines, court costs, and, filing fees, and bail bonds.
2. Collects, posts, and balances fines, fees, and bonds and accurately reconciles daily cash transactions using court-specific computer software ensuring proper collection methods are followed.
3. Prepare, reconcile and deliver deposit slips and to actual revenue for deposit.
4. Researches the monthly jail bill for inaccuracies; files court documents and receipts bond payments; balances and reconciles daily bond receipts.
5. Prepare a monthly revenue account of receipts by account for the Court Administrator.
6. Assist the designated accountant with bank reconciliation as required.
7. Assist with research and location of specific documentation as requested.
8. Maintain a daily deposit record supported with copies of each transaction per receipt.
9. Provide a copy of all receipts and fund to the Court Administrator.
10. Responsible for obtaining copies of Judicial Orders that constitute Court Bail Bond refund from the appropriate department and prepare an

Accounts Payable Voucher and forward Voucher to the Accounts Payable Department.

11. Provides courteous, prompt, and knowledgeable customer service to clients of the court; delinquencies in payments, refunds, bond conversion or refunds, responds to customer inquiries and complaints, both in person and on the telephone in accordance with court procedures.
12. Perform other related duties as requested by the Court Administrator.

Requirements and Knowledge:

1. Must attend training as required.
2. Must have the ability to deal with the public and staff in a positive and objective manner.
3. Maintain confidentiality of all information.
4. Be willing to learn Court Case Management software/Justware.

Qualifications:

1. Must have a High School Diploma or GED.
2. Must have two (2) years of experience in office administration with demonstrated proficiency in the use of computers to include the Microsoft Office Suite of programs.
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. 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 #18-118

Position: Director
(Exempt)
Salary: Grade Level 27/0
(\$38,106 per annum)
Program: Tribal Employment Rights Office
(TERO)
Location: Pine Ridge, So, Dak.

General Description of Duties:

The TERO Director will be responsible for administering and enforcing all Tribal and Federal employment laws as they relate to work on the Pine Ridge Indian Reservation. The Director will maintain the daily operations of the TERO office. The Director will work with district governments, Tribal Council Standing Committees, and Tribal Council on projects related to tribal membership need. The Director will be under the supervision of the OST Administrative Officer for Law and Order and Economic and Business Development Programs and will implement recommendations from the TERO Commission of the Oglala Sioux Tribe.

Specific Duties:

1. Develop and maintain a plan for dissemination of the certification register to all appropriate covered employees within all tribal, state, and federal agencies.
2. Enter into formal negotiations with representatives of TERO certified employees in an effort to resolve on an information, voluntary basis, any claim of noncompliance and if unable to negotiate a final resolution then it will be directed to the TERO Commission.
3. Review applications for Indian preference certification together with any and all supporting documentation; and conduct investigations as necessary.
4. Initiate proceedings before the TERO Commission for the purpose of suspending or revoking the Indian certification of a firm when circumstances warrant.
5. Seek out additional funding from alternative sources and pursue Grant Opportunities.
6. Supervise the TERO staff, Compliance Officer, work schedules and oversee program activities in accordance with TERO objectives.
7. Maintain Cuff Accounts, compliance reports, activity reports, and other performance data to measure productivity and objectives to address needs in declining areas.
8. Conduct on-site inspections at any time during the actual operation for the business of any covered employer for the purpose of monitoring compliance.
9. Implement departmental policies and procedures, goals and objectives, with concurrence from the TERO Commission and relevant standing committee of the Oglala Sioux Tribe.

10. Monitor construction sites to ensure that they are abiding by their submitted TERO compliance agreement and TERO pay scale.
11. Make reports to the OST Economic & Business Development Committee and Tribal Council as needed.
12. Submit Monthly Reports to the Administrative Officer for Law and Order and Economic and Business Development Programs
13. Perform other related duties as required by immediate supervisor.

Requirements and Knowledge:

1. Must have knowledge of TERO ordinance and Federal and Tribal Laws enforced by TERO.
2. Possess knowledge of establishing and maintaining cuff accounts.
3. Possess good communication skills, oral and written.
4. Possess supervisory/management skills.
5. Possess grant writing skills and grant implementation and management.
6. Gain knowledge of appropriate OMB Circulars
7. Gain knowledge of OST Management Systems

Qualifications:

1. Must have a Bachelors' Degree in Business or related field or High School Diploma/GED with (8) eight years of work experience in management and supervisory capacity and three (3) years of construction experience.
2. Must have personal vehicle and proof of personal vehicle Insurance.
3. Must have a valid State 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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RE-ADVERTISED

Vacancy Announcement #17-143

Position: Telephone Operator (1)
(Non-exempt)

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

Program: Oglala Sioux Tribal Court

Location: Pine Ridge So. Dak.

Opening Date: October 1, 2018
Closing Date: October 15, 2018

General Description of Duties:

The Telephone Operator's position is located within the judicial system of the Oglala Sioux Tribal Court. The primary duty station is at the Pine Ridge Court House. The Telephone Operator is under the immediate supervision of the Court Administrator who makes work assignments and provides instructions.

Specific Duties:

1. Receive all incoming calls made to the courthouse.
2. Make inquiry from caller as to nature of their business and to whom they wish to speak.
3. Direct the calls to the appropriate employee of the court.
4. Responsible for all outgoing long-distance calls and maintain a phone log.
5. Reconcile the daily log with the telephone statements at the beginning of every month.
6. Keep logs of people coming into the court on Criminal, Civil and Juvenile and direct same to each department.
7. Will be back-up for bailiff on occasions.

Requirements and Knowledge:

1. Must adapt quickly to changes in policy, conditions, etc.
2. Must be courteous and proficient in dealing with the public and over the telephone.

Qualifications:

1. Must have High School Diploma or GED.
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:

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 #18-020

Position: Records Clerk (1)
(Non-exempt)

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

Program: Department of Public Safety

Location: Pine Ridge, So. Dak.

Opening Date: October 1, 2018
Closing Date: October 15, 2018

General Description of Duties:

This Position will be under the direct supervision of the Chief of Police Administrative Assistant. Will be responsible for the overall management of the Reports/Records Department of the Department of Public Safety.

Specific Duties:

1. Will be responsible for compiling and submitting statistical, narrative and all other reports for the Law Enforcement Services and any other grants or contracts under the administration of the Department of Public Safety.
2. Will adhere to the report requirements, which are detailed in each grant and contract document.
3. Will work with other agencies to conduct research and gather information for reports.
4. Will be responsible for timely submission of reports to grantor agencies.
5. Process all incoming reports and distribute accordingly to other personnel in the Records Division for proper data entry and filing.
6. Will release reports to agencies such as Department of Social Services, Federal Bureau of Investigations, Federal and State Probations, Oglala Sioux Housing Authority, Insurance Agencies, Attorneys, other investigative entities and individuals when their request is granted.
7. Will forward all State Accident Reports that meet the criteria to the Department of Transportation in a timely manner.
8. Will greet the public and all other staff in a courteous, friendly, and professional manner.
9. Will maintain, preserve, and secure all records on offenses, arrests, juvenile crimes, suicides, unattended deaths, and motor vehicle accidents.
10. Will be required to use a computer, New World Systems or any system approved by the Department.
11. Will be required to use the LERMS (Law Enforcement Records Management System), Microsoft Word, and Excel for records management.

12. Must be able to follow directions and work independently.
13. All other duties/tasks as required by the Supervisor.

Requirements and Knowledge:

1. Must be familiar with reporting methods of governmental agencies.
2. Must possess the highest of confidentiality in regard to all law enforcement reports/records
3. Must have knowledge and experience in computer usage, computer software programs.
4. Must have knowledge of different filing techniques, such as geographical, alphabetical, and numerical.
5. Must have proofreading skills.
6. Must be able to compile statistical information.
7. Must have knowledge of the Privacy Act, Freedom of Information Act, and the confidentiality rule as they apply in regard to federal guidelines.
8. Must have the ability to establish priorities, work independently, and proceed with objectives without supervision.
9. Required to take random drug/alcohol testing.
10. Must submit to a background check

Qualifications:

1. AA Degree in Secretarial or related field preferred **or** High School Diploma/GED **and** three (3) years of related work experience.
2. Must have no prior felony convictions.
3. No misdemeanor convictions in the past one (1) year (excluding minor traffic violations)
4. 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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RE-ADVERTISED

Vacancy Announcement #18-028

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

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

Program: OST Administration

Location: Pass Creek District CAP

Opening Date: October 1, 2018

Closing Date: October 15, 2018

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 #18-045

Position: Security Officer (3)
(Non-exempt)
Salary: Grade Level 10/0
(\$21,233 per annum)
Program: Office of Support Services
Location: Pine Ridge, So. Dak.

Opening Date: October 1, 2018
Closing Date: October 15, 2018

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 DSS), 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 Executive Director.
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 check is 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, 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.
5. Adhere to the O.S.T. Employee Personnel Policies and Procedures Handbook.
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:

1. High School Diploma or G.E.D. Certificate required.
2. Must be 21 years 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)**

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RE-ADVERTISED

Vacancy Announcement #18-062

Position: Community Health Representative
(Non-exempt)

Salary: Grade Level 18/0
(\$27,959 per annum)

Program: Community Health Representative

Location: Porcupine, So. Dak.

Opening Date: October 1, 2018

Closing Date: October 15, 2018

General Description of Duties:

The Community Health Representative (CHR) will visit with Native American/Alaskan Native families to teach and demonstrate good health practices for all ages located on the Pine Ridge Reservation. The CHR will also assist Indian Health Services (IHS) and other medical staff with specialty clinics, health awareness workshops and other health activities for all people. The CHR will be under the direct supervision of the Community Health Representative (CHR) Program Director.

Specific Duties:

1. Assist families in home care for acute and chronically ill through teaching of First Aid, Home Nursing and accepted health care practices.
2. Families will be encouraged to keep appointments especially for Diabetes, Kidney Dialysis, Tuberculosis, Cardiac, etc.
3. Stress the importance of proper prenatal care and the importance of children's immunizations.
4. Explain the cause and effects of personal cleanliness and the relationships between good and poor hygiene and such afflictions as diarrhea, impetigo, scabies, pediculosis, head lice and the proper treatment for such conditions. Encourage and promote better dental hygiene by encouraging routine dental check-ups.
5. Promote safety measures in the home for the prevention of accidents and also encourage better sanitation and sound environmental health practices.
6. Will be required to correctly code and complete CHR PCC reports on all health activities performed on a daily basis
7. Will be required to complete data entry of all respective daily CHR PCCs into IHS PRMS Data

- Bank daily and submit daily scheduling information to either CHR secretary or CHR PCC Data Technician.
8. At times will be required to provide transportation services for dialysis patients and other patients when no viable transportation within household is available. This may require providing transportation services on weekend and after normal working hours and during emergency or ambulatory scenarios.

Requirements and Knowledge:

1. Required to take and successfully complete the Basic Community Health Representative training course, Cardio-Pulmonary Resuscitation (CPR), First Aid, Vital Sign Certification, Blood Glucose Monitoring Certification, Defensive Driving Course, and attend in-service training sessions and health workshops relevant to the Community Health Representative Scope of work.
2. Required to obtain South Dakota certified CNA licensure for CMS and Privacy Insurers reimbursement claims for delivery of health care services.

Qualifications:

1. Must be a high school graduate or have a GED.
2. Must have own/possess a personal vehicle.
3. Must have a valid South Dakota Driver's License
4. **Possess current liability on personal vehicle.**

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 #18-069

Position: Pesticide Enforcement/Inspector
(Non-exempt)

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

Program: Environmental Protection Program

Location: Pine Ridge, So. Dak.

Opening Date: October 1, 2018
Closing Date: October 15, 2018

General Description of Duties:

The Pesticide Enforcement/Inspector enforces current regulations of the Oglala Sioux Tribal Penal Code specifically; OST Pesticide Code and OST Ordinance 91-13. The Pesticide Enforcement/Inspector provides necessary information to the general public about dangers of illegal pesticide usage. The Pesticide Enforcement/Inspector will be responsible to the funding agent and is under the direct supervision of the OST Environmental Protection Program Director.

Specific Duties:

1. Enforce the OST Pesticide Code.
2. Assist in the formation and legislation for the protection of Natural Resources, Agricultural lands, soils, and human safety.
3. Work co-operatively with all Tribal/Chartered Programs and program director regarding any investigations connected to misuse of any legal and illegal pesticides.
4. Conduct Federal and Tribal inspections and any other related activities in enforcing USEPA regulations.
5. Provide necessary protection in the interest of the Oglala Sioux Tribe in the area of Conservation and Protection of the OST Natural Resources.
6. Conduct educational presentation to the general public.
7. Conduct other assigned tasks mandated by the funding agency and the Environmental Protection Program Director

8. Perform all other duties as assigned by the program director.

Requirements and Knowledge:

1. Acquire and maintain current USEPA Inspector Credentials within six (6) months of employment.
2. Must have knowledge of computer usage.
3. Gain knowledge of submitting federal reporting documents; EPA reporting forms, inspection forms.
4. Must have initiative and be resourceful.
5. Indian Preference applies
6. Gain knowledge of pesticides and its applications, its toxicity, and immediate effects to the environment.
7. Gain knowledge of Tribal, Federal and State laws relating to Air Quality, Water Quality, Solid and Hazardous Waste.

Qualifications:

1. Must have two (2) years of College or a High School Diploma and four (4) years of work experience.
2. 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)***

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.

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: October 1, 2018
Closing Date: October 15, 2018

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. 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)***

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RE-ADVERTISED

Vacancy Announcement #18-078

Position: Accounts Payable Technician (2)
(Non-exempt)

Salary: Grade Level 11/0
(\$21,976 per annum)

Program: Fiscal Accounting Office
(FAO)

Location: Pine Ridge, So. Dak.

Opening Date: October 1, 2018

Closing Date: October 15, 2018

General Description of Duties:

The Accounts Payable Technician position is a support position to the Accounts Payable Supervisor and involves data entry into the automated accounting system to record vouchers for payment, as well as the processing of cash disbursements. This is a non-supervisory position, reporting to the Accounts Payable Supervisor.

Specific Duties:

1. Enter data into the automated accounting system to record liabilities of the Tribe, utilizing the accounts payable component of the automated system.
2. Process payments through the cash disbursements cycle of the automated accounting system.
3. Assist the General Ledger Accountants in identifying vouchers for payment that have been recorded in the system if requested by the Accounts Payable Supervisor.
4. Assist the Accounts Payable Supervisor in office matters, such as maintaining records of voided checks, and distributing and filing documents.
5. Work Ethics are excellent.
6. Help other departments as needed.
7. Assist with travel.

8. Assist with W9's and 1099's.
9. Perform other duties as requested by the Accounts Payable Supervisor.

Requirements and Knowledge:

1. Two (2) years of college in a computer or business-related field of instruction is **preferred but not required.**
2. Applicant must be bondable.

Qualifications:

1. A high school diploma or equivalent is required.
2. One (1) year of data input into an automated accounting system is required.
3. Three (3) years of experience in fund accounting in an automated environment for a government or a non-profit entity is 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:

"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."

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