



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



Please Post Please Post Please Post

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

Opening Date: May 26, 2022

Closing Date:

June 10, 2022

22-066	Assistant Cook (3)	Dept of Corrections/JC & MRDC	Pine Ridge & Kyle, So. Dak.
22-067	Corporal	Dept of Corrections/AOF	Pine Ridge, So. Dak.
22-068	Correctional Officer (14)	Dept of Corrections/AOF	Pine Ridge, So. Dak.
22-069	Correctional Officer (32)	Dept of Corrections/JC	Pine Ridge, So. Dak.
22-070	Correctional Officer (3-Male, 2-Female)	Dept of Corrections/JDC	Kyle, So. Dak.
22-071	Correctional Officer (3-Male, 3-Female)	Dept of Corrections/MRDC	Kyle, So. Dak.
22-072	Office Manager/Certified Coder	Ear, Nose, and Throat (ENT)	Pine Ridge, So. Dak.
22-073	Executive Secretary	Gaming Commission	Pine Ridge, So. Dak.
22-074	Office Manager/Licensing Agent	Gaming Commission	Pine Ridge, So. Dak.
22-075	Administrative Assistant	Home Improvement Program	Pine Ridge, So. Dak.
22-076	Receptionist/Data Technician	Home Improvement Program	Pine Ridge, So. Dak.
22-077	Sexual Assault Advocate	Native Women's Health Care	Rapid City, So. Dak
22-078	Cemetery Caretaker	Veterans Cemetery	Kyle, So. Dak.
22-079	Water & Sewer Operator (2)	Water & Sewer	Pine Ridge, So. Dak.

How to Apply:

SUBMIT A COMPLETE OST APPLICATION FOR EMPLOYMENT TO THE OST HUMAN RESOURCE DEPARTMENT NO LATER THAN 4:30 P.M. OF THE CLOSING DATE. MAIL IN APPLICATIONS POSTMARKED ON THE CLOSING DATE WILL BE ACCEPTED. ATTACH ALL PERTINENT DOCUMENTATION, I.E., COPY OF HIGH SCHOOL DIPLOMA OR GED CERTIFICATE, COPY OF OFFICIAL COLLEGE TRANSCRIPTS AND/OR COLLEGE DEGREE, CERTIFICATE OF INDIAN BLOOD IF CLAIMING INDIAN PREFERENCE AND DD214 IF CLAIMING VETERAN'S PREFERENCE. (INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)

Vacancy Announcement #22-066

Position: Assistant Cook (3) (MRDC-1)
(Non-exempt) (JC – 2)

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

Program: Department of Corrections

Location: Kyle & Pine Ridge, So. Dak.

Opening Date: May 26, 2022

Closing Date: June 10, 2022

General Description of Duties:

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

Specific Duties:

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

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

Requirements and Knowledge:

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

Qualifications:

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

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

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Vacancy Announcement #22-067

Position: Corporal
(Non-exempt)

Salary: Grade Level 30/0 - 32/0
(\$42,248 - \$45,257 per annum)

Program: Department of Corrections
Adult Offenders Facility/AOF

Opening Date: May 26, 2022
Closing Date: June 10, 2022

General Description of Duties:

The primary function of this position is to provide leadership and perform Lead Correctional Officer functions when required. Incumbent will furnish guidance to Correctional Officers during duty hours regarding policy and procedures compliance, overall correction operation, inmate management, and safety and security issues.

Specific Duties:

1. As a Corporal, incumbent is responsible to the Lead Correctional Officer and ensures that work assignments of Correctional Officers are carried out by distributing the workload among employees in accordance with established policy and procedure guidelines.
2. Reviews the status priorities, instructs employees on specific tasks and job techniques, makes available written instructions, and gives on the job training to new employees in accordance to established procedures and practices.
3. Governs the facility regarding correctional operation, crisis situations, and public on facility grounds or in the facility, oversight of staff movement, food service, programming, and perimeter security.
4. As a Corporal, incumbent governs and is able to perform and complete a wide range of Correctional Officer's duties and make good sound correctional decisions. May be required to assist the program and training officers.
5. Enforce standards, rules, and regulations provided in Standard Operating Procedures, Inmate Handbook, Direct Supervision Interpersonal Communication Manual, and other pertinent manuals pertaining to correctional operations guideline.
6. The Corporal will assist the Lead Correctional Officer to ensure that inmate supervision, searches, transportation, classification, proper intake process, proper releasing, sanitation duties, and counts, along with maintaining fire safety, key control, perimeter security, and compliance with inmate rules are being carried out.
7. May be required to complete the duties of a Correctional Officer due to shortage of staff or crisis situations.
8. Incumbent will perform other duties assigned by the Facility Administrator or the Director of Corrections.

Requirements and Knowledge:

1. Knowledge of the body of laws, training requirements, program awareness, inmate handbook, detention standards, policies and procedures, direct supervision principles, operational activities, constitutional rights of individuals, and Indian civil rights act.
2. Knowledge in the basic principles and techniques of inmate care, direct supervision concept, policy and procedures, inmate management, interpersonal communication concept, and knowledge of first aid including CPR.
3. Knowledge of commonly used federal and tribal laws and penal codes governing the incarceration of offenders.
4. Ability to exercise mature judgment and retain poise in pressure or crisis situations.
5. Ability to communicate effectively with correctional staff and establish and maintain continuing constructive relationships with them.
6. Ability to combine objectivity and empathy in counseling inmates and staff on personal and institutional problems.
7. Ability to write reports, maintain accurate records, and communicate verbally with staff.
8. If claiming Indian preference must have proof of tribal membership Bi-lingual in Lakota Language is preferred.
9. Will be required to take an Alcohol and Drug Test randomly.

Qualifications:

1. High School Diploma or G.E.D
2. Two (2) years' experience working in a Direct Supervision Correctional Facility
3. Must have completed the basic Correctional Officer Training Program at the Federal Law Enforcement Training Center in Artesia, New Mexico. (Required to complete the facility's Basic Training Program.)
4. Must have a valid driver's license.
5. No misdemeanor convictions in the past one (1) year, excluding minor traffic violations.
6. Must have never been convicted of a felony crime.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

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Vacancy Announcement #22-068

Position: Correctional Officer (14)
(Non-exempt)
Salary: Grade Level 20/0 – 25/0
(\$29,951 – \$35,572 per annum)
Program: OST Department of Corrections
Adult Offenders Facility/AOF
Location: Pine Ridge, So. Dakota
Opening Date: May 26, 2022
Closing Date: June 10, 2022

General Description of Duties:

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

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

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

Specific Duties:

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

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

Requirements and Knowledge:

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

Qualifications:

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

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

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Vacancy Announcement #22-069

Position: Correctional Officer (32)
(Non-exempt)
Salary: Grade Level 20/0 - 25/0
(\$29,951 - \$35,572 per annum)
Program: Department of Corrections
Justice Center Adult/Youth
Location: Pine Ridge, So. Dakota
Opening Date: May 26, 2022
Closing Date: June 10, 2022

General Description of Duties:

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

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

Specific Duties:

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

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

Requirements and Knowledge:

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

Qualifications:

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

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

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Vacancy Announcement #22-070

Position: Correctional Officer (Female -2)
(Non-exempt) (Male-3)

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

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

Location: Kyle, So. Dakota

Opening Date: May 26, 2022

Closing Date: June 10, 2022

General Description of Duties:

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

Specific Duties:

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

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

Requirements and Knowledge:

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

Qualifications:

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

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

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Vacancy Announcement #22-071

Position: Correctional Officer (Female-3)
(Non-exempt) (Male-3)

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

Program: Department of Corrections
Medicine Root Detention Center

Location: Kyle, So. Dakota

Opening Date: May 26, 2022

Closing Date: June 10, 2022

General Description of Duties:

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

Specific Duties:

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

procedures, training requirements, and complete cash bond process.

5. Maintain a drug and alcohol-free lifestyle.
6. Be willing to complete other related duties assigned by the Lead Correctional Officer, Facility Administrator, or Director of Corrections.

Requirements and Knowledge:

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

Qualifications:

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

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

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Vacancy Announcement #22-072

Position: Office Manager/Certified Coder
(Non-exempt)
Salary: Grade Level 34/0
(\$48,481 per annum)
Program: Ear, Nose, and Throat (ENT)
Location: Pine Ridge, So. Dak.

Opening Date: May 26, 2022

Closing Date: June 10, 2022

General Description of Duties:

The Office Manager/Certified Coder will be responsible in assisting the Director with daily function and financial duties for the ENT Program. Will be responsible for processing requisitions for purchase orders, maintaining an orderly filing system and ledgers pertaining to accounts payable, and maintaining budgets/cuff accounts. In the absence of the Medical Clerk, will assist with the clerical duties, in order to provide efficient services to patients, visitors, and health care providers under the direction of the ENT Director.

Specific Duties:

1. Serve as acting director when program director is out of office.
2. Assist with the OST Master Health Specialty Clinics as assigned.
3. Assist the director in keeping and updating a system for patient referrals received from the Outpatient Department, outlying clinics, and Pine Ridge Area Schools.
4. Maintain and update files on all invoices, payments, and copies of checks for both the Oglala Sioux Tribe and Indian Health Services.
5. Maintain record confidentiality and safeguard medical information, adhere to the rules and regulations of the Privacy Act of 1974, and abide by the HIPAA regulations.
6. Have a courteous and professional attitude and show respect in interactions with the professional co-workers, patients, co-workers of other hospital departments, and the general public. Comply with the dress code and have a neat personal appearance.
7. Attend training that is mandatory or recommended to improve and update knowledge and skills given by both the Indian Health Service and Oglala Sioux Tribe.
8. Order supplies from the Property and Supply Departments of the Indian Health Service and Oglala Sioux Tribe.
9. Prepare travel authorizations, travel reports, and payroll. Maintain the cuff account of program expenses.
10. Responsible for program budget and preparing all budget modifications for directors' signature.
11. Compile all monthly program data and statistics. Submit to the director for monthly reports.
12. Receive, process, and file all clinic bills.
13. Research eligibility for third party billing.
14. Maintain ledgers on all third-party billing transactions.
15. Prepare and submit insurance billing electronically.
16. Assure total privacy of patient information.
17. Prepare and submit monthly reports for monies requested, received, and denied under the third-party insurance billing.
18. Be willing to learn the procedures and substitute for the ENT Program Clerk.
19. Other duties assigned by supervisor/director.

Administrative duties include:

1. Receive phone calls and assess patients' need for routine, urgent, and emergent appointments with the appropriate provider and clinic.
2. Answer inquiries of a general nature from physician staff, other departments, visitors, and patients. Assist in a friendly and cooperative manner. Use proper telephone etiquette. **Keep personal telephone calls to a minimum.**
3. Keep patient records in order with all forms properly identified; copy and compile other data as directed; coordinate appointments with other departments.
4. Assist with the corrective action to reschedule appointments and notify patients when there is a change in the provider schedule or cancellation of appointments. Instruct patients regarding what is expected from them in keeping appointments.
5. Assist the Doctor and Audiologist during clinic hours as necessary with the scheduled ENT and Audiology patients; and accommodate the medical and personal needs of patients, as well as the providers.
6. Be able to remain calm and react in a professional manner in the event of disaster/mass casualty incidents.
7. Responsible for adhering to all IHS/OST policies/procedures, protocols, and the OST ENT Program guidelines.
8. Assist in overseeing that the medical providers sign-off on all chart reviews from previous surgeries, visits, dictations, and all PCC's after each clinic day.

Requirements and Knowledge:

1. Must submit to random drug testing upon request as required by the OST Personnel Policy and Procedures.
2. Knowledge of computers and be willing to learn computer applications.
3. Knowledge of HIPAA, the privacy standards of the Tribal Health Care, and Indian Health Service organizations.
4. Knowledge of OST accounts payable system.
5. Required to obtain a Basic Life Support Certificate.
6. Required to obtain training and certification in Occupational Hearing Conservation (CAOHC) from the Council of Accreditation.
7. Must maintain certification for Certified Professional Coding (CPC) annually.

Qualifications:

1. Bachelor's Degree.
2. Credentials in Medical Insurance Billing/Coding (Diploma).
3. Certified Professional Coder (CPC.)
4. ICD-10 Certified.

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 #22-073

Position: Executive Secretary
(Exempt)

Salary: Gaming Ordinance
(\$53,062 per annum)

Program: Gaming Commission

Location: Pine Ridge, So. Dak.

Opening Date: May 26, 2022
Closing Date: June 10, 2022

General Description of Duties:

The Executive Secretary is responsible for directing the day-to-day activities of the OSTGRA. The Executive Secretary reports directly to the Gaming Commissioners of the OSTGRA. The following duties may be delegated to the Executive Secretary by the Commissioners as necessary to implement the provisions of the Oglala Sioux Tribe Gaming Ordinance.

Specific Duties:

1. Receiving, processing, and forwarding employee license applications to the South Dakota Commission on Gaming.
2. Reviewing license applicant activities, criminal record, if any, reputation, habits, and associations to make a finding of their eligibility for licensure.
3. Issuing, renewing, suspending, and revoking licenses
4. Maintaining vendor licensing and registration systems
5. Ensuring that gaming facilities are constructed, maintained, and operated in a manner that adequately protects the environment, public health, and safety.
6. Establishing and enforcing voluntary and involuntary exclusion programs.
7. Ensuring that all required audits are conducted and transmitting reports to the NIGC.
8. Investigating possible violations of the OST gaming laws and regulations.
9. Monitoring gaming activities to ensure compliance with the OST gaming laws and regulations.
10. Issuing such orders and directives as may be necessary to ensure the OST compliance with all applicable laws and the terms of the Tribal-State Compact, including but not limited to: order to compel, cease and desist, impound, and cure.
11. Any other such duties and functions necessary

- to implement the provisions of the Oglala Sioux Tribe Gaming Ordinance.
12. Hiring and supervising gaming internal auditor and surveillance staff
 13. Hiring and supervising all OSTGRA staff.

Requirements and Knowledge:

1. Excellent verbal and written communication skills
2. Must be computer literate with particular emphasis in MS Excel, MS Word, MS Access, as well as printer, scanner, fax machine, and copier.
3. Must learn gaming software Kobatron procedures within 30 days of hire.
4. Excellent teamwork skills.
5. Must become knowledgeable of all tribal gaming ordinances and pertinent documentation.
6. Must be "on-call" 24 hours a day to respond to gaming matters at all OST gaming facilities.
7. Must be willing to attend all commission and OST Law and Order Committee meetings as needed.
8. Must be able to obtain OST primary management gaming license.

Qualifications:

1. Bachelor's Degree required. Master's Degree preferred.
2. Must have 3-4 years of management experience
3. Must be at least 21 years of age.
4. Must not have any felony convictions.
5. Must not have any misdemeanors within the past 5 years (minor traffic offenses excluded).
6. Must not have any open cases or criminal charges pending in court.
7. Must have a valid driver's license.

How to Apply:

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Vacancy Announcement #22-074

Position: Office Manager/Licensing Agent
Salary: Grade Level 20/0
(\$29,951 per annum)
Program: Gaming Commission
Location: Pine Ridge, So. Dakota
Opening Date: May 26, 2022
Closing Date: June 10, 2022

General Description of Duties:

Work under the direction of the OSTGRA with the Executive Secretary as the immediate supervisor. Work closely with the South Dakota Commission on Gaming, the National Indian Gaming Commission (NIGC), and the Tribal Courts. Work with the Prairie Wind Casino and East Winds Casino Human Resource Departments regarding applications and licensing. Process accounts payable vouchers for immediate supervisor's signature. Create a filing system. File and maintain the system.

Specific Duties:

1. Maintain the various types of logs within the gaming office (including phone, mail, accounts and licensing etc.).
2. Ensure that adequate office supplies are on hand to keep the office functioning.
3. Order supplies through the established property and supply policies.
4. Prepare bills for payment via voucher form for the supervisor's signature.
5. Maintain cuff accounts for all of the line items within the approved OSTGRA budget.
6. Assist the Executive Secretary in preparing the OSTGRA annual budget.
7. Assist in preparations of any budget modifications.
8. Process and prepare all travel documents
9. Take minutes of meetings when necessary.
10. All information obtained pertaining to a background check of prospective licensees is CONFIDENTIAL!! A Confidentiality Agreement shall be signed and kept on file.
11. Process and maintain a filing system of the documentation obtained in conducting background check on licensees.
12. Follow all procedural steps when submitting applications and fingerprint cards to the South Dakota Gaming Commission and the National Indian Gaming Commission (NIGC).
13. Submit completed Key and Support licensing applications and fingerprint cards to the South Dakota Gaming Commission.
14. Submit fingerprint cards to the National Indian Gaming Commission (NIGC).
15. Work with the OST Tribal Court in obtaining and processing criminal history checks of tribal members and submit to South Dakota Gaming Commission and the National Indian Gaming Commission (NIGC).
16. When documentation is received back from the South Dakota Gaming Commission and NIGC pertaining to a background check, the information shall be processed and forwarded to the Executive Secretary and OSTGRA for a determination of suitability for obtaining a gaming license.

17. Notification shall be sent to the applicant once a determination has been made concerning their gaming license.
18. Work closely with the Prairie Wind Casino Human Resource Department on individuals who have been hired for employment and start the process of filling out their gaming license application for processing.
19. Work closely with all Gaming Vendors in obtaining a vendors license application for approval from the Executive Secretary. The collection of the licensing fees to be paid to the OSTGRA annually.
20. Shall be responsible for the printing and issuing of approved and authorized gaming licenses (Class III, Class II, Key or Support, and Primary Management Officials)
21. Perform other related duties as required by the immediate supervisor

Requirements and Knowledge:

1. Must be computer literate in order to master the following: word processing, excel, and other data bases.
2. Must be proficient in database applications, especially applicant databases, be able generate various types of reports and queries, and develop form letters to gaming license applicants.
3. Must have the necessary skills to identify and troubleshoot computer problems including dot matrix, laser jet and desk jet printers, and copy machines.
4. Must possess superior verbal communication skills.
5. Must possess the ability to become knowledgeable of national, state and tribal gaming rules and regulation, including licensing procedures.
6. Must submit to a urinalysis test when hired and to random drug testing.
7. Must be an enrolled member of the Oglala Sioux Tribe.
8. Must be knowledgeable of the Privacy Act.

Qualifications:

1. Must have High School Diploma **with** advanced training in the secretarial field. A degree in Secretarial Science is **preferred** but not required. Other college degrees will be considered in lieu of a Secretarial Science Degree.
2. Must have experience in basic accounting procedures.
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)**

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Vacancy Announcement #22-075

Position: Administrative Assistant
(Non-exempt)

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

Program: Home Improvement Program
Location: Pine Ridge, So. Dak.

Opening Date: May 26, 2022

Closing Date: June 10, 2022

General Description of Duties:

Administrative Assistant will work with other entities of the Oglala Sioux Tribe including the Contracts Office, accountant, Comptroller, and Chief of Staff Office on matters concerning the OST HIP Program. The Administrative Assistant will be under the supervision of the HIP Director.

Specific Duties:

1. Answer telephones, take messages, and maintain a filing system.
2. Assist the program director on the procurement process, including preparing requisitions, purchase orders, and accounts payable vouchers.
3. Assist with preparation of time sheets, travel authorizations, travel reports, and any and all documents needed to make sure vendors are paid in a timely matter.
4. Provide reports to the program director, OST Health and Human Services Committee, and Chief of Staff when required.
5. Other related duties assigned by the OST HIP Program Director.

Requirements and Knowledge

1. Must have knowledge of the tribal procurement policies.
2. Must have the ability to communicate with the public in a professional manner.
3. Must have knowledge of computers, be able to type, and maintain a filing system.
4. Must have skills to function with the absence of the director, and work unsupervised if needed.

Qualifications:

1. Must have a High School Diploma/GED.
2. Two (2) years' work experience in office/ secretarial work.
3. Must possess a valid driver's license.

How to Apply:

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Vacancy Announcement #22-076

Position: Receptionist/Data Technician
(Non-exempt)
Salary: Grade Level 14/0
(\$24,365 per annum)
Program: Home Improvement Program
Location: Pine Ridge, So. Dak.
Opening Date: May 26, 2022
Closing Date: June 10, 2022

General Description of Duties:

The Receptionist/Data Technician will maintain professional office etiquette, and will be responsible for telephone calls and all administrative, secretarial work as assigned. The Receptionist/Data Technician will be under the direct supervision of HIP Director

Specific Duties:

1. Answer telephone calls in a professional manner, direct calls, and take messages.
2. Greet the public in a professional manner.
3. Type letters, reports, forms and memorandums, and other material from rough draft copy or detailed instructions.
4. Maintain and update files on all complete/incomplete HIP applications.
5. Maintain files on faxes and memos.
6. Order office supplies and materials.
7. Enter all application data into BIA program for Aberdeen Area Office.
8. Clean office area, including sweeping and mopping.
9. Perform other duties as assigned by the director.

Requirements and Knowledge

1. Knowledge of modern office practices, procedures, and must be computer literate with Windows Microsoft Office.
2. Skill and ability to type accurately from copy or draft at reasonable speed.
3. Must be able to understand and follow verbal and/or written instructions.
4. Able to establish and maintain effective professionalism with co-workers and the general public.
5. Must have knowledge of the Health Insurance Portability and Accountability Act of 1996.
6. Must adhere to Oglala Sioux Tribe Policy and Procedures.
7. Must be able to perform other tasks and duties as assigned by the director

Qualifications:

1. Must have a High School Diploma or GED, with minimum of two (2) years' experience.
2. Must have a valid driver's license.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

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Vacancy Announcement #22-077

Position: Sexual Assault Advocate
(Non-exempt)

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

Program: Native Women's Health Care

Location: Rapid City, So. Dak.

Opening Date: May 26, 2022

Closing Date: June 10, 2022

General Description of Duties:

Sexual Assault Advocate will work closely with sexual assault victims to gain access to needed healthcare following an incident of sexual assault. Sexual Assault Advocate ensures sexual assault victims presenting to NWHC for a Medical Sexual Assault Forensic Exam have access to high quality post-sexual assault medical care, referrals to victim services shelter, and other services required to achieve safety and justice.

Sexual Assault Advocate will be under the direct supervision of the Director.

Specific Duties:

1. Assist survivors of sexual assault in accessing any services or support they need to recover following an instance of violence. This may include referrals to services and resources.
2. Transport to shelters. Assist survivors in accessing hospital emergency room advocacy that require a higher level of care than what NWHC can.
3. Provide safety planning and refer to partnering agency shelters.
4. Refer for legal advocacy to agency partners to help clients obtain protection order.
5. Network with relevant stakeholders in law enforcement, federal agencies, and tribal governments to facilitate a coordinated effort to respond to sexual assaults.
6. Be an active member representing NWHC on the Pennington County SART Team and other partnering agencies.
7. Perform other related duties as assigned by supervisor.

Requirements and Knowledge:

1. Knowledge of sexual assault and domestic violence issues
2. Ability to collaborate and network with multiple stakeholders.
3. Ability to work effectively and efficiently with minimal supervision
4. Excellent oral and written communication skills
5. Good listening skills and ability to communicate non-judgmentally and maintain confidentiality.
6. Proficiency in Microsoft Office programs and Google Suite.
7. Attention to detail, strong organizational skills.
8. Ability to handle multiple tasks at once and work well under pressure.
9. Sound judgement and decision-making skills
10. Courteous and helpful, strong team player.

Qualifications:

1. Bachelor's Degree in Human Services, Psychology or related field.
2. Valid driver's license.
3. Must have no felony convictions in the past five (5) years.
4. Must have no misdemeanor convictions in the past one (1) year (excluding minor traffic violations).

How to Apply:

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Vacancy Announcement #22-078

Position: Cemetery Caretaker
(Non-exempt)

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

Program: OST Veterans Cemetery

Location: Kyle, South Dakota

Opening Date: May 26, 2022

Closing Date: June 10, 2022

General Description of Duties:

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

Specific Duties:

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

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

Requirements and Knowledge:

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

Qualifications:

1. High School or GED and four (4) years' work experience required.
2. Valid driver's license required.
3. Must be an enrolled member of a federally recognized tribe.

How to Apply:

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Vacancy Announcement #22-079

Position: Water and Sewer Operator (2)
(Non-exempt)
Salary: Grade Level 15/0
(\$25,218 per annum)
Program: Water & Sewer
Location: Pine Ridge, So. Dak.
Opening Date: May 26, 2022
Closing Date: June 10, 2022

General Description of Duties:

The Water and Sewer Operator position is with the OST Water and Sewer Department (OSTW&S) located in Pine Ridge, SD. The Water and Sewer Operator is responsible for operating and maintaining public water systems (PWSs) located throughout the Pine Ridge Indian Reservation. Those PWSs are located in Allen, American Horse School, Calico, Crazy Horse School, Evergreen, Pine Ridge, Potato Creek, Wakpamni, Wanblee, Wolf Creek, and Wounded Knee and Wounded Knee District School. The Water and Sewer Operator is also responsible for the operation and maintenance of all tribally owned community sewage systems (CSSs) located throughout the reservation. Those CSSs are located in Allen, Batesland, Evergreen, Kyle, Manderson, Martin (Sunrise Housing), Oglala, Pine Ridge, Porcupine, Potato Creek, Red Shirt, Sharps Corner, Wakpamni, Wanblee, Wolf Creek, and Wounded Knee. The Water and Sewer Operator will be under the direct supervision of the Director of the OST Water and Sewer Department. In his absence, the Water and Sewer Operator will be under the direct supervision of the Water and Sewer Foreman.

Specific Duties:

1. Maintain a regular inspection schedule that will be set up by the immediate supervisor for OST W&S PWSs and CSSs.
2. Operate and maintain OST W&S PWSs and CSSs in an efficient manner and in accordance with any applicable tribal utility bylaws, polices and/or codes and in a manner that promotes and protects public health.
3. Perform needed maintenance and repairs (carpentry, plumbing and electrical) on OST W&S PWSs and CSSs ensuring that these systems are operating as required. Which may include, but is not limited, to the following:
 - a. Install any materials or parts that may be required to OST W&S PWSs and CSSs ensuring that these various systems are operating as required.
 - b. Install water mains, sewer mains, gate valves, hydrants or other materials in accordance with Tribal and/or Federal regulations or codes.
 - c. Install water or sewer service line connections in accordance to any Tribal and/or Federal regulations or codes.
 - d. Perform ground maintenance at OST W&S PWSs and CSSs and other properties.
4. Service and perform needed maintenance on tools, equipment, vehicles, and machinery used by the OST W&S.
5. Be on call for one-week periods for after hour emergencies and respond to these emergencies immediately.

6. Will be required to work either Saturday or Sunday of their on-call week, but will be allowed a day off the week after their on-call week. The director will determine these days.
7. Perform service-related calls at OST W&S user sites.
8. Maintain accurate daily logs that will be turned in to the immediate supervisor on a bi-weekly basis (but may be reviewed as needed by the supervisor).
9. Maintain accurate records at each pump house, lift station, or any other work station where accurate records are required or as directed by the immediate supervisor.
10. Collect any water samples that may be required to ensure that OST W&S PWSs are in compliance with applicable Tribal and/or Environmental Protection Agency (EPA) rules and regulations.
11. Collect any sewage samples that may be required to ensure that any OST W&S CSS discharges are in compliance with applicable Tribal and/or EPA rules and regulations.
12. Assist and accompany OST W&S contractors, other Tribal departments, Indian Health Services, and regulatory agencies in surveys and investigations at OST W&S PWS and CSS facilities.

Requirements and Knowledge:

1. Must possess the ability to work efficiently and dependably with minimal direction.
2. Must be able to obtain a Class I Water Distribution or Class I Water Treatment Certification, within one year of being hired.
3. Must be able to obtain a Class I Wastewater Collection and a Stabilization Pond Operators Certification within one (1) year of being hired.
4. Must have basic knowledge of tools, materials, and methods required to properly operate and maintain PWSs and CSSs.
5. Must be able to lift 100 lbs.

Qualifications:

1. Must be a high school graduate or equivalent GED.
2. Must possess a valid driver's license.
3. A minimum of one (1) year experience in water or wastewater sampling techniques, construction and operation of PWSs (Public Water Systems) and CSSs (Community Sewage Systems) **preferred**.

How to Apply:

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