



**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](http://www.oglalalakotanation.net)

**Opening Date: February 10, 2023** **Closing Date: February 24, 2023**

23-013	Community Health Representative (2)	Community Health Representative	Pine Ridge, So. Dak.
23-014	PCC Data Technician/CHR	Community Health Representative	Pine Ridge, So. Dak.
23-015	Site Manager (2)	Elderly Meals	Pine Ridge & Wanblee, So. Dak.
23-016	Warehouseman (2)	Food Distribution	Pine Ridge & Wanblee, So. Dak.
23-017	Customer Accountant	Oglala Lakota Telecommunications	Pine Ridge, So. Dak.
23-018	Customer Service Representative	Oglala Lakota Telecommunications	Pine Ridge, So. Dak.
23-019	Installers (4)	Oglala Lakota Telecommunications	Pine Ridge, So. Dak.
23-020	Installer Trainer	Oglala Lakota Telecommunications	Pine Ridge, So. Dak.
23-021	Network Administrator I	Oglala Lakota Telecommunications	Pine Ridge, So. Dak.
23-022	Network Administrator II	Oglala Lakota Telecommunications	Pine Ridge, So. Dak.
23-023	Bailiff	Tribal Court	Pine Ridge, So. Dak.
23-024	Court Clerk (5)	Tribal Court	Pine Ridge & Kyle, So. Dak.
23-025	Intake Clerk	Tribal Court	Pine Ridge, So. Dak.
23-026	Telephone Operator (2)	Tribal Court	Pine Ridge & Kyle, 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. (INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

## Vacancy Announcement #23-013

Position: Community Health Representative (2)  
(Non-exempt)

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

Program: Community Health Representative

Location: Pine Ridge, So. Dakota

Opening Date: February 10, 2023

Closing Date: February 24, 2023

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### 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 weekends, 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 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. on the closing date. Mail in application postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of high school diploma or GED certificate, copy of official college transcripts (if applicable) and/or college degree, certificate of Indian Blood if claiming Indian preference and D214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.)**

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## Vacancy Announcement #23-014

**Position:** PCC Data Technician/CHR  
(Non-exempt)

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

**Program:** Community Health Representative

**Location:** Pine Ridge, So. Dak.

**Opening Date:** February 10, 2023

**Closing Date:** February 24, 2023

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### General Description of Duties:

The CHR PCC Data Technician/CHR will be responsible for the data entry of the CHR Program's Patient Care Component (PCC's) health reports into the IHS RPMS data bank at the local IHS Service Unit Hospital. The data entry will be done in a timely manner consistent with accurate health record reporting and completed on a daily basis. The CHR PCC Data Technician/CHR will have supervisory over all CHR's ensuring that CHR PCC Health Data information submissions are completed on a daily basis and daily reports are kept verifying such actions. The CHR PCC Data Technician/CHR will be under the direct supervision of the CHR Director.

### Specific Duties:

1. Responsible for ensuring that all data entry of the CHR's PCC reporting forms are submitted on a daily basis to IHS RPMS Data Bank to ensure timely and complete health reporting are entered into patient's IHS health record.
2. Be available to attend workshops and training pertinent to CHR PCC data entry and IHS computer security protocols and may be required to travel with overnight stays.
3. Assist families in home care to the acute and chronically ill through teaching of first-aid, home nursing and accepted health care practices. Families will be encouraged to keep appointments especially for diabetes, tuberculosis, kidney dialysis, cardiac, etc.
4. Stress the importance of proper pre-natal care and the importance of children's immunizations.
5. Explain the cause and effects of personal cleanliness and the relationships between good and poor hygiene and such afflictions as diarrhea, impetigo, scabies, pediculosis, and the proper treatment for such conditions. Encourage and promote better dental hygiene by encouraging dental check-ups.
6. Promote safety measures in the home for the prevention of accidents and also encourage better sanitation and sound environmental health practices.
7. Will be required to assist CHR's and provide CHR services when necessary. Will provide transportation to and from health care facilities, health care information, medication, medical supplies, and equipment.
8. Will assist in contract tracing with IHS Field Health Nurse (PHN) for STI/STDs and other contagious/spreadable diseases

to help slow or stop the spread of infectious diseases and COVID-19.

9. At times, will be required to provide transportation services for dialysis patients and other patients when viable transportation within household is not available. This may require providing transportation services on weekends and on normal working hours.
10. Will be required to teach, train, and assist CHR's in their efforts to report and submit all CHR PCC Health Data information in the coding of CHR PCCs and the data entry of such via computer to the IHS RPMS Data Bank will ensure CHR PCC are completed on a daily basis.
11. Will inform the CHR Director of any non-compliance, circumvention, and incorrect coding of the mandatory CHR PCC reporting requirements for further disciplinary actions.
12. Will set up program cell phones with emails and zoom accounts and coordinate E-Learning, Extension of Community Health Outcomes (ECHO), Zoom meetings, and Telehealth for CHR's through group text and emails.
13. Other duties assigned.

### Requirements and Knowledge:

1. Will be 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. Shall take the Information System Security Awareness (ISSA), Health Insurance Portability Accountability Act (HIPAA), and Privacy Act within a month for access to IHS RPMS system.

### Qualifications:

1. AA Degree in Business Administration or Office Technology preferred. High School/GED with three (3) years of data entry experience required.
2. Must own/possess a personal vehicle, a **valid driver's license** and **possess current liability insurance** 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. on the closing date. Mail in application postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of high school diploma or GED certificate, copy of official college transcripts (if applicable) and/or college degree, certificate of Indian Blood if claiming Indian preference and D214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.)**

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## Vacancy Announcement #23-015

Position: Site Manager (2)  
(Non-exempt)

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

Program: Title VI, Elderly Meals

Location: Pine Ridge & Wanblee, So. Dakota

Opening Date: February 10, 2023

Closing Date: February 24, 2023

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

The Site Manager will be familiar with the policies and procedures of the program. The Site Manager must be able to work with the elders in counseling them and helping in areas which are in the handbook. Familiarity of the Lakota Culture and the Lakota Language will be an asset. The Site Manager will work directly under the supervision of the Director.

### **Specific Duties:**

1. Assist the Program Director and I.H.S. dietician in preparing nutritious menus.
2. Be able to care for foods properly, both raw and cooked.
3. Prepare all meals on time and serve on time.
4. Use proper sanitation and safety procedures in keeping work areas neat and clean.
5. Maintain all record and bookkeeping duties for meal site including helping elders fill out necessary forms for program.
6. Supervise bus driver, TWEP Workers, TANF Workers, and volunteers in the kitchen.
7. Other duties as assigned by supervisor.

### **Requirements and Knowledge:**

1. Be knowledgeable and qualified in preparing all types of food.
2. Must be prompt, responsible, dependable, and able to work with peers and elderly.
3. Must have some experience in cooking for large groups.
4. Must attend in-service training and workshops that pertain to his/her job.
5. Must wear uniforms, aprons, and hairnets during work hours.
6. Must work eight (8) hours a day, five (5) days a week, M-F 8:00 a.m. to 4:30 p.m.

### **Physical Demands**

1. Frequent lifting or moving of objects weighing up to 30 lbs.
2. Constant walking or standing.
3. Occasional lifting of over 50 lbs.

### **Qualifications:**

1. Must be a High School graduate/GED Certificate or appropriate certification and experience related to position.
2. Must have a valid driver's license with a reliable vehicle.

### **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 #23-016**

Position: Warehouseman (2)  
(Non-exempt)

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

Program: Food Distribution

Location: Pine Ridge & Wanblee, So. Dakota

Opening Date: February 10, 2023

Closing Date: February 24, 2023

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**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 participants 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 OST Tribal 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 is 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.

**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. 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 #23-017

Position: Customer Accountant  
(Non-exempt)

Salary: Grade/Step 30/0  
(\$42,248 per annum)

Program: Oglala Lakota Telecommunications

Location: Pine Ridge, So. Dak.

Opening Date: February 10, 2023

Closing Date: February 24, 2023

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### General Description:

The Customer Accountant will be responsible for the accounting activities for Oglala Lakota Telecommunications. The Customer Accountant will help manage day-to-day duties associated with billing activities, accountability, and budgeting. The Customer Accountant will be under the direct supervision of the Oglala Lakota Telecommunications Program Manager.

### Specific Duties:

1. Assist in developing, maintaining, and planning the program budget.
2. Responsible for handling the billing system of personal and business customers who create user accounts on the Oglala Lakota Telecommunications Internet Network.
3. Lead coordination and integration of efforts among operation, engineering, technology, and customer service divisions to produce smoother workflow and more cost-effective business processes.
4. Implement and maintain an evolving billing system for the Oglala Lakota Telecommunications customers.
5. Establish standards for a billing system to be implemented in Oglala Lakota Telecommunications.
6. Develop, negotiate, and monitor implementation or development of all specialized billing for the Oglala Lakota Telecommunications.
7. Maintain and oversee billing system with outside agencies authorized by the Oglala Lakota Telecommunications.
8. Provide a system of reporting (routinely and

upon request) that includes specified information needed for instructional, administrative, and planning purposes.

9. Establish and maintain cooperative working relationships with those associates in the course of accounting work.
10. Oversee proper operation and compliance of all mission-critical billing systems used by the Oglala Lakota Telecommunications and the procurement process.
11. Oversee research, implementation, and maintenance of all billing systems.
12. Perform other duties as assigned

### Requirements and Knowledge:

1. Must be familiar with accounting principles and procurement policies.
2. Must have excellent communication skills, both verbal and written.
3. Must have demonstrated writing skills, know compliance requirements, and have knowledge of financial management.

### Qualifications:

1. Bachelor's Degree in Accounting or related field preferred **OR** High School/GED with a minimum of four (4) years of accounting work experience.
2. A valid driver's license required.

### How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. on the closing date. Mail in application postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of high school diploma or GED certificate, copy of official college transcripts (if applicable) and/or college degree, certificate of Indian Blood if claiming Indian preference and D214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.)**

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## Vacancy Announcement #23-018

Position: Customer Service Representative  
(Non-exempt)

Salary: Grade/Step 28/0  
(\$39,439 per annum)

Program: Oglala Lakota Telecommunications

Location: Pine Ridge, So. Dak.

Opening Date: February 10, 2023

Closing Date: February 24, 2023

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### **General Description:**

The Customer Service Representative will be responsible for handling customer needs by applying world-class customer service practices to address customer issues. Manage all customer service-related issues that arise at Oglala Lakota Telecommunications. The Customer Service Representative will manage all calls as well as take new orders. The Customer Service Representative will be under the direct supervision of the Oglala Lakota Telecommunications Program Manager.

### **Specific Duties:**

1. Assist in developing, maintaining, and planning customer service procedures.
2. Responsible for handling the customers' needs, including creation of all user accounts.
3. Lead the coordination and integration of a world-class customer service culture at Oglala Lakota Telecommunications.
4. Implement and maintain an evolving customer service culture which includes but is not limited to taking all calls and new orders.
5. Establish standards for troubleshooting all customers' concerns and issues that may arise during their account use of the Oglala Lakota Telecommunications Internet Network.
6. Establish standards for end-user implementation and service schedule.
7. Develop, negotiate, and monitor implementation or development of all customer service-related issues for the Oglala Lakota Telecommunications.
8. Maintain and oversee customer service with outside agencies authorized by the Oglala Lakota Telecommunications.
9. Provide a system of reporting (routinely and upon request) that includes specified

information needed for instructional, administrative, and planning purposes.

10. Establish and maintain cooperative working relationships with those associates in the course of work.
11. Configure, monitor, and troubleshoot all necessary customer service issues that may arise.
12. Implement and oversee proper operation and maintenance of all mission-critical customer service systems used by the Oglala Lakota Telecommunications.
13. Develop, negotiate, and oversee customer support negotiations.
14. Oversee research, implement, and maintenance of all customer service systems.
15. Perform other duties as assigned.

### **Requirements and Knowledge:**

1. Must be familiar with customer service policies.
2. Must have multitasking and organizational skills.
3. Must have excellent communication skills, both verbal and written.
4. Must have demonstrated writing skills, know compliance requirements, and knowledge of customer service.

### **Qualifications:**

1. Associate Degree in Customer Service, Administration, or related field **OR** HS/GED with two (2) years of customer service work experience.
2. A valid driver's license required.

### **How to Apply:**

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. 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.

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## Vacancy Announcement #23-019

Position: Installer (4)  
(Non-exempt)

Salary: Grade/Step 24/0  
(\$34,369 per annum)

Program: Oglala Lakota Telecommunications  
Location: Pine Ridge, So. Dak.

Opening Date: February 10, 2023

Closing Date: February 24, 2023

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### **General Description:**

The Installer will be responsible for the installations made to the Oglala Lakota Telecommunications Network. Will help manage a variety of installation activities for the Oglala Lakota Telecommunications Program. The Installer will be under the direct supervision of the Oglala Lakota Telecommunications Program Manager, with oversight from the Installer Trainer.

### **Specific Duties:**

1. Assist the Installer Trainer to develop, maintain, and plan the installation activities needed for the Oglala Lakota Telecommunications Internet Network, including all connections for both personal customers and business customers that connect to the Oglala Lakota Telecommunications Internet Network.
2. Maintain proper installation of Tribal Networking (Local Area Network & Wide Area Network) hardware, software, and enhancement to equipment in the Oglala Lakota Telecommunications Internet Network.
3. Assist with coordination and integration of efforts of all Installers and installations to be completed on the Oglala Lakota Telecommunications Internet Network.
4. Assist in implementing and maintaining an evolving plan of operation, disaster recovery plan, security procedures, and Information Technology audit procedures based on the needs of the organization.
5. Establish and maintain cooperative working relationships with those associates in the course of installation work.
6. Configure, monitor, and troubleshoot all necessary hardware issues that may arise.
7. Perform other duties as assigned.

### **Requirements and Knowledge:**

1. Must be familiar with minor electrical troubleshooting.
2. Must have excellent communication skills, both verbal and written.
3. Be able to work with heights (poles, roofs, towers).

### **Qualifications:**

1. Associate Degree in Information Technology or related field **OR** a HS/GED with two (2) years of Information Technology infrastructure work experience.
2. A valid driver's license required.

### **How to Apply:**

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. 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 #23-020

Position: Installer Trainer  
(Non-exempt)

Salary: Grade/Step 34/0  
(\$48,481 per annum)

Program: Oglala Lakota Telecommunications

Location: Pine Ridge, So. Dak.

Opening Date: February 10, 2023

Closing Date: February 24, 2023

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### General Description:

The Installer Trainer will be responsible for training Installers on how to install equipment to the network for the Oglala Lakota Telecommunications Network. Will help manage a variety of installation activities for the Oglala Lakota Telecommunications Program and to supervise installers. The Installer Trainer will be under the direct supervision of the Oglala Lakota Telecommunications Program Manager.

### Specific Duties:

1. Develop, maintain, and plan the installation activities needed for the Oglala Lakota Telecommunications Internet Network, including all connections for personal customers and business customers that connect to the Oglala Lakota Telecommunications Internet Network.
2. Maintain and oversee proper training of Installers.
3. Lead coordination and integration of efforts of all Installers for installations to be completed on the Oglala Lakota Telecommunications Internet Network.
4. Assist in implementing and maintaining an evolving plan of operation, disaster recovery plan, security procedures, and information technology audit procedures based on the needs of the organization.
5. Establish standards for installations.
6. Establish and maintain cooperative working

relationships with those associates in the course of installation work.

7. Configure, monitor, and troubleshoot all necessary hardware issues.
8. Manage new infrastructure developments, agreements, or projects.
9. Oversee Installers.
10. Oversee research, implement, and maintenance of all hardware installations.
11. Perform other duties as assigned.

### Requirements and Knowledge:

1. Must be familiar with minor electrical troubleshooting.
2. Must have excellent communication skills, both verbal and written.
3. Be able to work with heights (poles, roofs, towers).

### Qualifications:

1. Associate Degree in Network Construction, Information Technology, **OR** a HS/GED with two (2) years of Information Technology infrastructure work experience.
2. A valid driver's license required.

### How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. on the closing date. Mail in application postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of high school diploma or GED certificate, copy of official college transcripts (if applicable) and/or college degree, certificate of Indian Blood if claiming Indian preference and D214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.)**

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## Vacancy Announcement #23-021

Position: Network Administrator I  
(Non-exempt)

Salary: Grade/Step 37/0  
(\$53,752 per annum)

Program: Oglala Lakota Telecommunications

Location: Pine Ridge, So. Dak.

Opening Date: February 10, 2023

Closing Date: February 24, 2023

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### **General Description:**

Network Administrator I will be responsible for the operation of the Oglala Lakota Telecommunications Network. Will help manage a variety of operational activities for the Oglala Lakota Telecommunications Network. The Network Administrator I will be under the direct supervision of the Oglala Lakota Telecommunications Program Manager, with oversight from the Network Administrator II.

### **Specific Duties:**

1. Assist the Network Administrator II in maintaining and overseeing proper operation and persistence of Tribal Networking (Local Area Network & Wide Area Network) hardware, software, and enhancement to equipment.
2. Maintain and oversee proper operation and maintenance of the Oglala Lakota Telecommunications firewall, web filtering, and security application and hardware.
3. Oversee the day-to-day operation of the Oglala Lakota Telecommunications Internet Network.
4. Establish standards for hardware and software implementation, documentation, and computer operation procedures within the Oglala Lakota Telecommunications Network.
5. Establish standards for end-user implementation and service schedule.
6. Develop, negotiate, and monitor implementation or development of all specialized databases or other software applications for enhancement of services to the Oglala Lakota Telecommunications clients, or other business entities.
7. Evaluate existing and new technology for compatibility, cost-effectiveness, and functionality to provide maximum benefit to

- Oglala Lakota Telecommunications.
8. Manage and appraise complex and difficult software and hardware systems.
9. Establish and maintain cooperative working relationships with those associates in the course of work.
10. Configure, monitor, and troubleshoot all necessary hardware/software issues that may arise in the Oglala Lakota Telecommunications Network.
11. Implement and oversee proper operation and maintenance of all mission-critical systems used by the Oglala Lakota Telecommunications.
12. Perform other duties as assigned.

### **Requirements and Knowledge:**

1. Must be familiar with minor electrical troubleshooting, advanced troubleshooting on internet network, and computer-related diagnostics and maintenance.
2. Must have excellent communication skills, both verbal and written.
3. Have knowledge of networking and computer systems

### **Qualifications:**

1. Bachelor's Degree in Computer Science, Information Technology, or related field **OR** HS/GED with two (2) years of computer networking experience.
2. A valid driver's license required.

### **How to Apply:**

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## Vacancy Announcement #23-022

Position: Network Administrator II  
(Non-exempt)

Salary: Grade/Step 42/0  
(\$63,840 per annum)

Program: Oglala Lakota Telecommunications

Location: Pine Ridge, So. Dak.

Opening Date: February 10, 2023

Closing Date: February 24, 2023

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### General Description:

The Network Administrator II will be responsible for the operation of the Oglala Lakota Telecommunications Network. Will help manage a variety of operational activities for the Oglala Lakota Telecommunications Network. The Network Administrator II will be under the direct supervision of the Oglala Lakota Telecommunications Program Manager.

### Specific Duties:

1. Maintain and oversee proper operation and persistence of Tribal Networking (Local Area Network & Wide Area Network) hardware, software, and enhancement to equipment.
2. Maintain and oversee proper operation and maintenance of the Oglala Lakota Telecommunications firewall, web filtering, and security application and hardware.
3. Oversee the day-to-day operation of the Oglala Lakota Telecommunications Internet Network.
4. Establish standards for hardware and software implementation, documentation, and computer operation procedures within the Oglala Lakota Telecommunications Network.
5. Establish standards for end-user implementation and service schedule.
6. Develop, negotiate, and monitor implementation or development of all specialized databases or other software applications for enhancement of services to the Oglala Lakota Telecommunications clients or other business entities.
7. Evaluate existing and new technology for compatibility, cost-effectiveness, and functionality to provide maximum benefit to Oglala Lakota Telecommunications.

8. Manage and appraise complex and difficult software and hardware systems.
9. Establish and maintain cooperative working relationships with those associates in the course of work.
10. Configure, monitor, and troubleshoot all necessary hardware/software issues that may arise in the Oglala Lakota Telecommunications Network.
11. Implement and oversee proper operation and maintenance of all mission-critical systems used by the Oglala Lakota Telecommunications.
12. Perform other duties as assigned.

### Requirements and Knowledge:

1. Must be familiar with minor electrical troubleshooting, advanced troubleshooting on internet network, and computer-related diagnostics and maintenance.
2. Must have excellent communication skills, both verbal and written.
3. Have knowledge of networking and computer systems

### Qualifications:

1. Bachelor's Degree in Computer Science, Information Technology, or related field **OR** HS/GED with five (5) years of computer work experience.
2. A valid driver's license required.

### How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. 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 #23-023

Position: Bailiff  
(Non-exempt)

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

Program: Oglala Sioux Tribal Court

Location: Pine Ridge, So. Dak.

Opening Date: February 10, 2023

Closing Date: February 24, 2023

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### General Description of Duties:

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

### Specific Duties:

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

9. Provide bi-weekly reports to the civil and juvenile clerks regarding the Service of Process on cases.
10. Maintain good physical, emotional, and mental conditions to satisfactorily perform the functions of the position.
11. Other related duties as assigned.

### Requirements and Knowledge:

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

### Qualifications:

1. High School diploma or GED required.
2. Must have one (1) year of experience in law enforcement and/or security guard preferred
3. Must have no prior felony convictions.
4. No misdemeanor convictions in the past five (5) years (excluding minor traffic violations).
5. Must have a valid driver's license.

### How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. on the closing date. Mail in application postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of high school diploma or GED certificate, copy of official college transcripts (if applicable) and/or college degree, certificate of Indian Blood if claiming Indian preference and D214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.)**

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## Vacancy Announcement #23-024

Position: Court Clerk (5)  
(Non-exempt)  
Salary: Grade Level 20/0  
(\$29,951 per annum)  
Program: Oglala Sioux Tribal Court  
Location: Pine Ridge & Kyle, So. Dak.  
Opening Date: February 10, 2023  
Closing Date: February 24, 2023

### 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 with judicial guidance from the Chief Judge.

### Specific Duties:

1. Prepare dockets or calendars of cases to be called, using computer software.
2. Record case dispositions, court orders, and arrangements made for payment of court fees.
3. Answer inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, outstanding warrants, summonses, subpoenas, witness fees, and payment of fines.
4. Prepare and issue orders of the court, including probation orders, release documentation, sentencing information, and summonses.
5. Prepare final orders recording the outcomes of court proceedings.
6. Instruct parties about timing of court appearances.
7. Explain procedures or forms to parties in cases or to the general public.
8. Search files and contact witnesses, attorneys, and litigants in order to obtain information for the court.
9. Ensure files, documents, and materials filed with or in the custody of the courts are not removed without specific written instructions of the judges of the courts.
10. Maintain court confidentiality and proper decorum of the court.
11. Read charges and related information to the court and, if necessary, record defendants' pleas.
12. Collect court fees or fines, and record amounts collected.
13. Direct support staff in handling of paperwork processed by the court.
14. Examine legal documents submitted to courts for adherence to court procedures.
15. Record court proceedings using recording equipment, or record minutes of court proceedings
16. Prepare courtrooms with paper, pens, water, easels, and electronic equipment, and ensure that recording equipment is working.
17. Open courtrooms, calling them to order, and announcing judges.
18. Meet with judges or other officials in order to coordinate the functions of the court.
19. Draft orders for judges.

20. 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 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. Associate Degree preferred.
2. Must have one (1) year of experience with equivalent combination of training or experience.
3. Must have no prior felony convictions.
4. No misdemeanor convictions in the past five (5) years (excluding minor traffic violations).
5. Must have a valid driver's license.

### How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. on the closing date. Mail in application postmarked on the closing dated will be accepted. Attach all pertinent documentation, i.e. copy of high school diploma or GED certificate, copy of official college transcripts (if applicable) and/or college degree, certificate of Indian Blood if claiming Indian preference and D214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.)**

### Notice:

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## Vacancy Announcement #23-025

Position: Intake Clerk  
(Non-exempt)

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

Program: Oglala Sioux Tribal Court

Location: Pine Ridge, So. Dak.

Opening Date: February 10, 2023

Closing Date: February 24, 2023

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

The Intake Clerk will provide in-person requests for assistance from the public. The Intake Clerk will assist on a case-by-case individual filing and will assist with the petition to ensure all necessary documents are included in the filing. Additionally, the Intake Clerk will seat the community members by guiding them to the appropriate conference room for further assistance with the respective clerk. The position is multifaceted requiring handling various tasks related to assisting with court related filings from clients, reviewing for compliance with Court rules, and other duties as assigned. The Intake Clerk will report to the Court Administrator.

### **Specific Duties:**

1. Receive all incoming walk-in filings. Will handle these contacts courteously, efficiently and accurately.
2. Accept filing and photocopying fees; provides receipts.
3. Pick up, open, and record all mail.
4. Date and time stamp filings and direct documents to appropriate staff members.
5. Assist attorneys who wish to review records.
6. Assists the Data Clerk/Court Clerk in retrieving and delivering records.
7. Route telephone calls to Court Clerks, Court Administrator, or appropriate staff.
8. Reviews and file direct and discretionary appeals.
9. Reviews and file motions and briefs.
10. Other tasks as assigned by the Court Administrator.

### **Requirements and Knowledge:**

1. Have the ability to speak, read, and write English correctly and fluently.

2. Have excellent communication skills.
3. Have a pleasant personality and neat appearance.
4. Have ability to use a computer to locate information on the docket for the benefit of parties and the public in a courteous, accurate, and efficient manner.
5. Have a basic knowledge of computers, ability to perform data entry and word processing and the ability to follow directions.
6. Have the ability to work under strict time constraints.
7. Have the ability to utilize computers, fax machines, office photocopying equipment, and other office machines.
8. Have ability to use time and date stamp multiple times during the day.
9. Able to speak to and hear visitors at an ordinary conversation level.
10. Can frequently lift and sort documents filed which may weigh up to fifty pounds.
11. Can sit at a desk for long periods of time using the telephone or computer.
12. Have the ability to work in an environment with a lot of activity and some noise.

### **Qualifications:**

1. High School Diploma or GED.
2. One (1) year work experience. Telephone and office reception experience is **preferred**.
3. Must have no prior felony convictions.
4. No misdemeanor convictions in the past five (5) years (excluding minor traffic violations).

### **How to Apply:**

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. on the closing date. Mail in application postmarked on the closing 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 #23-026

Position: Telephone Operator (2)  
(Non-exempt)

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

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

Opening Date: February 10, 2023

Closing Date: February 24, 2023

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### **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 callers 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. 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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