

OGLALA SIOUX TRIBE

SECRETARY'S OFFICE

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VACANCY ANNOUNCEMENT

Position: Clerk of Court

Opening Date: June 29, 2018

**Salary: Grade Level 37/0
(\$34,358 per annum)**

Closing Date: Until Filled

Program: Supreme Court, OSN

Location: Pine Ridge, So. Dak,

General Description of Duties:

The Clerk of Court works under the direct supervision of the Supreme Court's Chief Justice carrying out all orders of the Supreme Court of the Oglala Sioux Nation.

Specific Duties:

1. Record examinations, testimony, judicial opinions, Justices' charge, judgments or sentence or sentence of Court of law by manual or machine shorthand.
2. Transcribe recorded material using typewriter or dictates material into recording machine.
3. Prepare and review all reports that are required in PL 2004-638 Contract.
4. Review and monitor all procedures in effect and suggest improvement to internal controls.
5. Perform all routine office duties such as filing, posting and keeping personnel records.
6. Assist the Justices in setting up dockets for the Court, request lower Court's records, request from the Court reporter for transcripts of the Hearings and prepare the file folder (organize for review by the Justice's).
7. Responsible for maintaining the necessary Staff for the Supreme Court.
8. Maintains the OST Code, enter all relevant Code Amendments and new Ordinances in the computer for printing.
9. Distribute the up-dated Code to the Trial Court, Prosecutors, attorneys and any interested programs and/or persons.
10. Accept and Deposit the money received from the sale of the Code Books into a special account for the future use towards the Code up dating.

Specific Duties continued ...

11. Administer and coordinate OST Bar Examination and membership to the applicants, non-professional and professional attorneys.
12. Collect the attorney fees and deposit in a special account per Ordinance 91-07, which requires additional duties.

Requirements and Qualifications:

1. Must have a Bachelor's Degree or a High School/GED with at least eight (8) years experience in the Court or legal field.
2. Must have knowledge of modern office procedures and equipment, with knowledge of business courses such as Business, English, Math and Bookkeeping.
3. Must be able to understand and follow written and oral instructions.
4. Computer skills and typing accuracy from rough draft and plain copy at a reasonable rate of speed are mandatory. Particular emphasis on Word/Word Perfect processing skills.
5. Must be able to keep a Cuff Account, will be the authorized person for the Supreme Court's Financial transactions in line with the Court's budget/contract.
6. Must understand and speak the Oglala Lakota Language, this includes translation when transcribing recording (Bi-lingual).
7. Must have knowledge of Tribal, Federal and State Laws, with particular emphasis on the OST Law and Order Code.
8. Must maintain the list of practicing attorneys, with the ability to communicate with the legal profession and update of the list on a continuing basis.
9. Must maintain the OST Law and Order Code to include the inclusion of amendments and deletion of outdated versions. Distribute updated code to all relevant court personnel and attorneys.
- II. Must be knowledgeable of federal procurement policies and procedures including preparation and review of all reports required in PL 93-638.
12. Must not have been convicted of any Tribal, Federal or State felony or any offense involving theft or dishonesty.