

CHEYENNE RIVER SIOUX TRIBE
CRST PUBLIC DEFENDER
LEGAL SECRETARY

DESCRIPTION OF WORK

General Statement of Duties: Primary duty is to provide support for the office staff of the Public Defender and confidentiality is necessary.

Supervision Received: Works under the supervision of the Public Defender.

Supervision Exercised: None

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Answers telephones, takes messages, and schedules appointments.

Keeps logs and keeps the trial docket up to date.

Prepares cases for closure; insures that files are complete.

Maintains all active and pending files in an orderly manner.

Types a variety of correspondence, reports, and other related items.

Maintains the file room.

Assists office staff as needed.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Ability to keep all legal matters confidential. Demonstrate knowledge of grammar, spelling, and punctuation. Knowledge of computer operations, Microsoft Office software, and knowledge of modern office practices and procedures. Ability to follow written and verbal instructions with minimal supervision. Ability to maintain effective working relations with employees, other agencies, departments, and the public.

Education: Must be a high school graduate or GED equivalent.

Experience: No experience required.

Special Requirements: Incumbent is subject to CRST Drug Testing Policy. Incumbent is subject to Tribal/Local, Federal and State background checks in accordance with P.L. 101-630, P.L. 101-647 and Executive Resolution E-235-97.

Date Revised: 03.07.24