

CHEYENNE RIVER SIOUX TRIBE
LAND & NATURAL RESOURCE OFFICE
RANGE CLERK

DESCRIPTION OF WORK

General Statement of Duties: This position will involve specialized on the job training and hands-on training. The Range Clerk performs a variety of duties pertaining to Tribal range unit grazing permits, Tribal farm pasture leases, hay permits, land exchanges, management plans, residential, cultural, and business assignments. Assists in conducting regular monthly meetings with the Land & Natural Resource Committee regarding all transactions pertaining to Tribal land.

Supervision Received: Works under the immediate supervision of the Land Director or acting authority.

Supervision Exercised: None

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

Types correspondence, reports, memorandums, and other required items. Exercises independence of judgment as to content, accuracy and completeness of said items.

Establishes or maintains filing system, records and indexes land transactions, i.e., range units, farm pasture leases, land acquisition, home sites, lot assignments, and pasturing authorizations.

Answers phones, files and enters data on material pertaining to all land related transactions as listed above.

Researching information as needed pertaining to Tribal land.

Assists the Director in compiling the Land report, drafting and rotating resolutions.

Assists in transcribing minutes from monthly meetings.

Enters data and rotates all material/information pertaining to Tribal Range Unit/Farm Pasture leases (billing, management plans, hay permits, modifications, joint permits and pasturing authorizations).

Assists in billing for Tribal land transactions.

Other related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities:

Must have knowledge of modern office practices and procedures.

Must have knowledge of proper phone etiquette, grammar, spelling and punctuation.

Ability to operate copier, calculator, fax machine, scanner and computer/laptop.

Must have excellent knowledge of Microsoft Office.

Ability to communicate effectively to other Tribal programs, general public, government agencies and individuals having diverse or conflicting interests.

Ability to compose resolutions pertaining to land and natural resources on the Cheyenne River Reservation.

Ability to multitask when required.

Required to keep all information and office documents confidential.

Must be able to attend any and all training.

Education: High School diploma or GED Certificate.

Experience: Preferred experience in understanding and writing legal descriptions. **One (1) year experience in Records Management.**

Special Requirements: Must have a valid South Dakota Drivers License and be insurable with the CRST Tribal vehicle insurance policy. Must pass a drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe Workplace Drug and Alcohol Testing Policy. Incumbent is subject to Tribal/Local, Federal and State background checks. Must be insurable under the Tribal Vehicle Liability Policy. Must be able to work on evenings and weekends, as needed.

Revised Date: November 15, 2024