

CHEYENNE RIVER SIOUX TRIBE
TRIBAL SECRETARY'S OFFICE
RECEPTIONIST/OFFICE ASSISTANT

General Statement of Duties: Performs daily communication with the general public with professionalism and courtesy at all times. Performs research and works with office equipment requiring exercise of independent judgement.

Supervision received: Works under the direct supervision of the Tribal Secretary.

Supervision Exercised: None unless assigned.

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

Receives telephone calls, handling any questions or matters of less technical nature and directing others to the appropriate staff member.

Greets the general public on a daily basis.

Follows proper procedures of public information requests.

Completes research for Tribal Executives, Tribal Council Representatives, Administrative Officer, Tribal Programs and for the general public.

Transcribes dictation of Tribal Council meetings, regular and special. Reviews and analyzes data entered into the computer and verifies accuracy.

Assist in setting up recording equipment, livestream equipment, and sound system and for Tribal Council sessions. Will also assist in archiving and storing of recorded Tribal Council session.

Must have working knowledge of archival recording material such as CDs, large reel tapes, mini recording tapes in order to conduct research and transcribing purposes.

Assists in records retention of Tribal Council actions and other public information.

Assists in the collection, reviewing, analyzing and verifying of data to be entered into computer. Assures data is filed properly and mailed out in timely manner.

Assist in proofreading, copying, bounding of Tribal Council Minutes and distribute as needed.

Works with various computer software on a daily basis.

Must have excellent knowledge in research techniques.

Required to attend workshops, meetings, etc. as assigned by the Tribal Secretary.

Maintains rapport and good working relationship with the Bureau of Indian Affairs, Tribal and Elected Officials, State Officials, private agencies, professionals and the general public.

Assists office staff as needed.

Other job-related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Abilities: Working knowledge of office practices and procedures. Must be proficient in grammar, spelling and punctuation. Must possess the ability to perform typing, data entry, researching and clerical work requiring independent judgement. Ability to communicate verbally and in writing. Must have knowledge with various office software and equipment.

Education: High School graduate or GED equivalent. One year of college in Office Technology or equivalent preferred.

Experience: Two (2) years of experience in working in an office setting which would be in lieu of education to demonstrate an applicant's ability to perform the required duties.

Special Requirements: Must have a valid South Dakota Driver's License (attach copy), be bondable and must be willing to become a notary. Must be able to pass a Tribal/Local, Federal and State background checks. Incumbent is subject to mandatory drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe's Drug and alcohol Testing Policy. Must sign a Tribal Confidentiality Form. Preferably understands the Lakota Language.

Revised Date: 09/27/23