

**LOWER BRULE SIOUX TRIBE
HUMAN SERVICES PROGRAM
JOB ANNOUNCEMENT**

JOB TITLE: Office Worker III

JOB CLASS: Level V

JOB SUMMARY: Provides technical and clerical support to the Human Services department under the general supervision of the Director and the Case Worker.

ILLUSTRATIVE DUTIES:

- Incumbent assists applicants for services in completing forms as needed
- Will verify eligibility, and criteria, and advise applicants of methods of obtaining necessary documentation
- Will assist in arranging transportation, if appropriate for appointments, placements, etc. for recipients of service
- Maintains database, case records and general correspondence files, researching them for information for department personnel
- Performs receptionist, secretarial and clerical functions for the office
- Performs other duties as assigned

QUALIFICATIONS:

- Knowledge of various functions and interrelations of the department
- Knowledge of grammar and spelling and/or familiarity with the spell check of word processing applications
- Some knowledge of guidelines, forms, eligibility criteria, etc needed to provide assistance to department and clients, without constantly seeking explanation
- Knowledge of standard procedures related to job; general knowledge of technical aspects of job as demonstrated by the successful completion of specialized training, or at least one year post-secondary education
- Must pass drug test and background check, prior to hire
- Must have a valid SD state driver's license
- Ability to work as a team with follow employees
- Ability to handle multiple details of the job, and to maintain order
- Ability to deal courteously and appropriately with clients

TO APPLY, submit tribal application to:

**Human Resources Office
Lower Brule Sioux Tribe
187 Oyate Circle
Lower Brule, SD 57548**

OPENING DATE: 11/18/2024

CLOSING DATE: 12/03/2024