



Standing Rock Sioux Tribe
Human Resource Department
Wówašečhuŋ Awáŋwičhayaŋka Óítħačħaŋ
personnel@standingrock.org

Bld 1 N. Standing Rock Ave
Po Box D
Fort Yates, ND 58538
Phone (701) 854-3826
Fax (701) 854-8533
www.standingrock.org

POSITION: (2) Records Clerk
Standing Rock Sioux Tribal Court

SALARY RANGE: (\$10.87-\$13.58) + Annual & Sick Leave

OPENING DATE: November 15, 2016 CLOSING DATE: December 06, 2016

SCOPE OF WORK:

The Records clerk will be responsible for retrieving, scanning and storing Standing Rock Sioux Tribal Court documents and files as required.

SUPERVISION: The Records Clerk will work under the supervision of the Standing Rock Sioux Tribal Court, Chief Clerk of Court who will provide guidance, direction and conduct performance evaluations.

DUTIES AND RESPONSIBILITIES:

1. Maintain civil, criminal, juvenile, Prosecution and Defense records and files according to established file management system.
2. Maintains the security and protection of records and files of court documents.
3. Reviews records and files according to established filing procedures and document concerns with Chief Clerk of Court.
4. Ensure required forms and documents are routed to proper Standing Rock Sioux Tribal Court staff.
5. Scan and enter records and files in file management system.
6. Responds to requests for copies from various agencies and the public.

QUALIFICATIONS:

1. Must possess high school diploma or GED with one (1) year experience working with files and records.
2. Computer skills with knowledge of Microsoft (Word, Excel) applications.
3. Effectively operate general office equipment (scanner, printer, fax, copy, telephone).
4. Must pass appropriate background check, never convicted of a felony.

JOB REQUIREMENTS:

1. Demonstrate strong work ethic, organizational skills and attention to detail.
2. Demonstrate customer services skills, professional demeanor and telephone etiquette.
3. Obtain knowledge of Standing Rock Sioux Tribal Court paperwork, forms and understand the functions.
4. Organize records and files for efficient retrieval and create new files accordingly.
5. Occasional lifting of file boxes and other supplies.
6. Attend trainings related to record management and to enhance skills.

Níktič'íčhiyapi ki Wówašečhuŋpi Uŋ patŋaŋpi
"Promoting Self-Sufficiency through Employment"

NOTICE:

SELECTED CANDIDATE(S) FOR STANDING ROCK SIOUX TRIBE POSITIONS ARE SUBJECT TO ALCOHOL AND DRUG TESTING. FAILURE TO ADHERE TO AND SUCCESSFULLY PASS THE ALCOHOL AND DRUG TESTING WILL BE CAUSE FOR REVOCATION OF JOB OFFER.

No Tribal housing is available. The position is located in the Standing Rock Sioux Tribal Court Administration Building, Fort Yates, ND.

APPLICATIONS:

Submit a Tribal application to the Human Resource Office, Standing Rock Sioux Tribe, P.O. Box D, Fort Yates, ND 58538.

ALL APPLICATIONS RECEIVED AFTER 4:30 PM ON THE CLOSING DATE WILL NOT BE CONSIDERED.