

CHEYENNE RIVER SIOUX TRIBE
PROSECUTOR'S OFFICE -- JUDICIAL DEPT.
RECEPTIONIST - FILE CLERK

DESCRIPTION OF WORK

General Statement of Duties: Greet and help CRST Tribal members who come to the office for assistance. Perform receptionist duties, such as answering the phone, taking detailed messages and directing traffic in a professional manner. Responsible for the maintenance of accurate records and data for the program. Ensure efficient recordkeeping for all juvenile, family court, and involuntary commitment cases including updating files and maintaining them.

Supervision Received: Works under the immediate supervision of the Office Manager.

Supervision Exercised: None

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

Answer the main telephone line in a professional manner and answer general public questions with the utmost courtesy. Screen telephone calls and direct the public in a fast and efficient manner.

Keep routine daily logs of all callers and visitors to the Prosecutor's Office to ensure all questions and concerns are answered and directed to the appropriate personnel.

Helps prepares case files for the Prosecutor's Office.

Digitizing hard copies of documents and storing them in an electronic database, and collecting documents from different departments and organizing them accordingly.

Organize and digitize all juvenile, family, and involuntary commitment files stored in storage unit containers.

Other job-related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Abilities: Confirmation of experience in working with computers. Knowledge of Office Suite a must, including Outlook, Word, Excel, and PowerPoint, etc. Must have working knowledge in the operation of copiers, fax machines, data entry and scanning equipment. Ability to gather data, compile information, and extract data for generating reports. Must have good typing skills and be able to verify data input and correct errors. The physical demands include bending, reaching, and lifting file boxes, moving file boxes, and standing/sitting for long periods of time.

Education: High school diploma or GED equivalent or the ability to obtain GED within six months of being hired.

Experience: Preferably One year experience with data entry and filing.

Confidentiality: Confidentiality is extremely important when working in the Judicial Department. It is expected that all matters pertaining to individual problems and/or issues will be kept confidential. Failure to comply will be cause for dismissal.

Special Requirements: Must be able to pass Federal, State, and local/Tribal Criminal Background Checks in accordance with P.L. 101-630, P.L. 101-647 and Resolution No. 86-2013-CR. This position is subject to mandatory drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe Drug and Alcohol-Free Workplace Policy; must pass pre-employment drug screening and will be subject to random drug screenings/PBTs (will be required to sign and submit a form understanding and receiving policy). Must have never been convicted of any Tribal/local, Federal, or State felony offenses. (Will be subject to submit and pass these checks/tests every five (5) years.) Physical exertion, such as lifting, standing, bending, or reaching, is required. This position is required to submit a sobriety statement due to the nature of rehabilitation efforts with clients and families.

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