

Sisseton-Wahpeton Oyate

Job Description

Job Title: Receptionist/Clerk

Summary:

General duties and responsibilities: To assist the Court Staff by performing general clerical duties.

Duties:

1. Provide assistance to general public with inquiries on what forms are used in filing petitions for divorce, custody etc.
2. Assist with answering and routing incoming calls.
3. Responsible for outgoing/incoming mail.
4. Make copies of all court forms used for filing petitions.
5. Assist in researching files, legal documents and also assist with filing of such documents.
6. Greeting general public and answer inquiries whenever possible.
7. Maintain the waiting area, lobby and jury room.
8. Sign in visitors that are scheduled for court or to see the Probation Office.
9. Sign in all visitors and keeping track of visitor logs.
10. Perform basic administrative tasks such as filing, copying or faxing documents.
11. Assisting with incoming calls for the Administrative Offices.
12. Addressing inquiries from visitors and clients.
13. Performs other duties as assigned.

Qualifications:

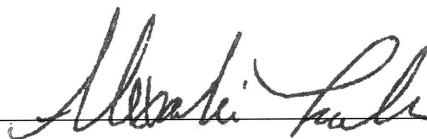
1. High school education with clerical and/or work experience in the justice system.
2. Knowledge of Microsoft Word, Excel, and Outlook.
3. Excellent communication skills both written and verbal.

Requirements:

Must work well with the public, be dependable, and respect confidentiality. Must adhere to the Tribe's drug free work place policy.

01/07/2025

Approved _____



Date _____

1.29.25