

Santee Sioux Nation

TRIBAL ADMINISTRATION / OFFICE OF HUMAN RESOURCES
SIDNEY A. TUTTLE, SR. HRD

Chairman: Alonzo Denney
Vice-Chairman: Kameron Runnels
Treasurer: David Henry
Secretary: Andrea McBride
Hobu Creek Dist. Rep.: Byron Tuttle
Howe Creek Dist. Rep.: Carrie Rouillard



425 Frazier Ave. N. Suite 2
Niobrara, NE 68760-7219
Phone: (402) 857-2302
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Santee Dist. Rep.: Linda Whipple
Bazile Creek Dist. Rep.: Sandra Henry

VACANCY ANNOUNCEMENT

Position: SSN ELECTION BOARD REP.
Department: SSN ELECTION BOARD
Supervisor: SSN ELECTION BOARD JUDGE
Classification: NON-EXEMPT
Status: FTE 40 HOURS PER WEEK, SEASONAL, EXEMPT
Supervisory: NO
Salary: (DOQ)
Posted: 06/6/2024 (*OPEN UNTIL FILLED)

GENERAL OVERVIEW:

Job Summary: Per the Santee Sioux Nation Election Board, the "Election Board may appoint an Authorized Representative to carry out day-to-day functions on behalf of the Election Board and such other duties as designated by the Election Board."

DUTIES AND RESPONSIBILITIES:

1. Be responsible for posting notices from the Election Board in public places within the Santee Sioux Nation, the Santee Sioux Nation website, and social media as directed by the Election Board members.
2. Be present in the authorized Election Board office for potential candidates to pick up and return Notice of Intent packets to be placed on the ballot.
3. Be present in the authorized Election Board office for voters to pick up and return absentee ballots.
4. Assist the Election Board on the day of elections for both primary and general elections.
5. Maintain confidentiality when necessary.
6. Other duties as assigned by the SSN Election Board.

Key Skills & Attributes

- Ability to prioritize competing tasks efficiently and meet deadlines.
- Cultural sensitivity to and experience with Dakota culture, values, language and lifestyles.
- Dependable and punctual.
- Excellent time management skills.

- Highly organized and detail oriented.
- Respect for confidentiality and adherence to proper protocols for handling sensitive information
- Strong interpersonal skills and the ability to build relationships.
- Must be willing to travel for training.

Standard of Performance:

- Attend mandated training and obtain required certifications
- Perform high quality work
- Maintain good relationships
- Show initiative and dependability on the job
- Maintain client confidentiality
- Practice cultural humility in work with tribal people, families and communities

Conditions of Employment:

1. Adhere to the Drug and Alcohol policies of the Santee Sioux Nation
2. Complete an Initial Drug Test
3. Have a Valid Driver License
4. Selectee is required submit to pre-employment drug testing.
5. Selectee is required to submit to finger printing for investigative background purposes. Under PL 101-630 Indian Child and Family Violence Protection Act persons who have been arrested for or charged with a crime involving a child or violent crime against a person, are not eligible for employment within certain areas of the Nation.

Program Specific Qualifications Required: (KSA)

1. **High school diploma or GED equivalent required.**
2. **Able to perform general clerical duties, such as filing, compiling packets, and making copies.**
3. **Must be able to demonstrate ability to use standard computer software such as Microsoft Office.**
4. **Able to maintain confidentiality.**
5. **Valid driver's license and satisfactory driving record.**

Basic SSN Qualifications:

- Dedication to the goals of the Santee Sioux Nation
- Minimum four-year college degree or professional and community experience; and one year of professional work experience strongly preferred, but not required.
- Experience working with American Indians and/or Alaska Natives.
- Demonstrated knowledge and experience in using technology/social networking as a positive community outreach and awareness tool.
- Demonstrated leadership experience, including program development and management.
- Exceptional verbal and written skills.
- Ability to work effectively both independently and as part of a team.
- Ability to learn fast and solve unique challenges.

- Competency in Microsoft Word, Excel and PowerPoint.
- Technical skills in online technology such as G Suite, Zoom, etc.
- Knowledge in digital file management such as Google Drive, Dropbox, etc.
- Must be self-motivated and show initiative in working without close direct supervision.
- Ability to maintain confidentiality.
- Must have a valid driver's license and be insurable.
- Subject to Motor Vehicle and Criminal Background checks.
- Drug free. Drug testing required.

SSN Benefit Package:

EMPLOYMENT CONDITIONS:

The Personnel Policies and Procedures of the Santee Sioux Nation apply to all employees. The position of Tax Assistant is considered to be an exempt "standard hour" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

INDIAN PREFERENCE ACT: Preference in hiring given to qualified Native Americans in accordance with the Indian Preference Act. Applicants claiming "Indian Preference" Must submit, along with their application, verification of enrollment of their spouse in Federally Recognized Tribe Indian.

VETERAN'S PREFERENCE: Preference in hiring is giving to qualified Veterans who have served in our Armed Forces and have been honorably discharged. Applicants claiming "Veteran's Preference" Must submit, along with their application, a copy of their DD214. Active National Guard members must submit a copy of their Military Identification.

Special Employment Conditions:

1. Satisfactory results of an extensive background checks- personal are required to submit to an initial and yearly background checks throughout their employment. This includes checks with the State registers (Child and Adults Abuse) and criminal history check with the State patrol, and Federal Bureau of Investigations.
2. Retain a valid driver's license and satisfactory driving record- personnel are at times required to use their personal or government vehicle. Current copies of a driver's license and personal vehicle insurance must be maintained on file with the manager & Office of Human Resources.
3. Satisfactory results of initial and random drug testing- personnel are required to submit to initial drug testing within one week of their hire dates and are subject to the Santee Sioux Nation Drug-Free Workplace Policy Act and random drug testing throughout their employment.

APPLICATION INSTRUCTIONS:

****YOU MAY PICK UP AN APPLICATION AT ANY TRIBAL PROGRAM OR AT THE TRIBAL ADMINISTRATION BUILDING, DAVID FRAZIER BUILDING.**

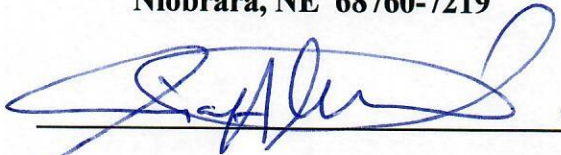
****ONLINE: YOU CAN GO TO WWW.SANTEESIOUXNATION.COM AND DOWNLOAD AN APPLICATION.**

APPLICATION PROCEDURES:

- *2 forms of identification**
- *Current working contact number**
- *Completed application (partially completed not accepted)**
- *Release of Information form completed**

Submit applications and resumes to the following address:

**Santee Sioux Nation, Office of Human Resources
Attention: Sidney A. Tuttle, Sr., HRD
425 Frazier Ave. N. Suite 2
Niobrara, NE 68760-7219**



APPROVED

4/4/24

DATE