



UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN EDUCATION
 Flandreau Indian School
 Flandreau, SD

VACANCY ANNOUNCEMENT

POSITION TITLE & GRADE:	CLERK, CY-0303-01
POSITION INFORMATION:	Full time, School Year,
SALARY RANGE	\$13.38 TO \$21.97 , Per Hour
LOCATION:	Department of the Interior, Indian Affairs, Bureau of Indian Education, Flandreau Indian School, Flandreau, SD
ANNOUNCEMENT NUMBER:	2021-FIS-08
VACANCIES	1
ISSUE DATE:	03/31/2021
CLOSING DATE:	05/31/2021 - 4:30 pm , Mountain (DST) Timezone

The Bureau of Indian Education's mission is to provide quality education opportunities from early childhood through life in accordance with the tribes' needs for cultural and economic well-being and in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities.

JOIN US AS WE INSPIRE THE NEXT GENERATION!

STATEMENT OF DUTIES:

Incumbent will create and maintain a safe, positive learning environment to ensure the holistic development of each student and staff member through cultural, social, spiritual, physical and academic experience. Incumbent will support the Bureau of Indian Education's mission, which is to provide high quality education opportunities from early childhood through life while considering a tribe's need for cultural and economic well-being. In performing this mission, the BIE takes into account the spiritual, mental, physical, and cultural aspects of school-aged children within their family and tribal community. To meet its trust responsibility to Indian Tribes, BIE works to strengthen education opportunities for American Indian students to be successful and competitive globally; to enhance student participation in their tribal communities; and support tribes in nation-building, in development of the next generation of tribal leaders.

INDIAN PREFERENCE POLICY:

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian preference eligible that are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants in the absence of qualified Indian Preference eligible.

EQUAL OPPORTUNITY EMPLOYER:

Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.

REASONABLE ACCOMMODATION LANGUAGE:

This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.

RESPONSIBILITIES:

The Clerk performs a variety of general office clerical duties, which include but are not limited to activities in one or both of the following groups:

(1) Copying and duplicating materials; maintaining record, correspondence files and Reports; operating a typewriter, word processor, calculator and copying equipment; opening and routing mail; giving directional or general information to office callers; answering the telephone, routing calls as necessary; inputting data into a computer; and keeping time and attendance records.

(2) Keeping cuff accounts or similar records; requesting substantive information from a variety of sources; selecting the proper information for response to inquiries; editing written material prepared by other staff; setting up records, files, etc.; performing transcriptions; inputting and retrieving from computers; and researching records.

SUMMARY OF QUALIFICATIONS REQUIRED:

Refer to BIE Job Category Standards for additional qualification requirements and substitutions for education. Applicants must meet the qualification requirements contained in the BIE Job Category Standard.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Graduation from high school or equivalent. A qualified typist is required for some positions. Qualification in stenography or dictating machine may be required for some positions. In addition to meeting experience and education requirements, applicants for some positions must show possession of following skills, as appropriate:

Typing 40 WPM Based on a five minute performance test with three or fewer errors.

Applicants may meet these requirements by self-certifying their proficiency or presenting a certificate of proficiency from a school, business college, or other organization authorized to issue such certificate by the Office of Personnel Management. Performance test results and certificates of proficiency are acceptable for three years. Selecting officials may verify proficiency skills of self-certified applicants by administering the appropriate performance tests.

CONDITIONS OF EMPLOYMENT:

N/A

PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required except that some positions may be suitable for persons who are blind or deaf. In most instances, an amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must have mental and emotional stability.

BASIS OF RATING:

Once the announcement has closed, all applicants for this position will be rated based upon the extent and quality of their experience, training and/or education as reflected on their resume. The judgement of qualification will be based on materials submitted, therefore, it is the applicants' advantage to give complete thorough and complete information in a neat and orderly fashion.

SPECIAL REFERENCE:

- You must be a U.S. citizen to qualify for this position.
- Applicant is subject to a favorable background investigation. This is a Non-Critical Moderate Risk Position subject to a favorable adjudicated background investigation.
- Subject to a probationary period for equivalent to two (2) academic semesters, which may be extended.
- The incumbent is required to drive a motor vehicle to conduct business at field locations. You MUST submit a current [GSA Form 3607 \(https://www.gsa.gov/forms-library/motor-vehicle-operators-license-and-driving-](https://www.gsa.gov/forms-library/motor-vehicle-operators-license-and-driving-)

[record](#)), Motor Vehicle Operator's License and Driving Record for full consideration. Incumbent must possess a valid state driver's license.

- All male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- Government Housing is **NOT** available.
- Relocation expenses **WILL NOT** be paid.

NOTE:

Persons submitting incomplete applications will be given credit only for the information they provide. It is the applicant's responsibility to **submit all required documentation** in support of their application in order to receive full credit for their Indian Preference, education, training and/or experience. **ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**

HOW TO APPLY:

1. Applicants must submit a resume or any other written format of the applicant's choice. Your resume **MUST CONTAIN** the following:
 - a. Vacancy Announcement Number
 - b. Job Title
 - c. Duties and Accomplishments
 - d. Employer's name and address
 - e. Supervisors name and phone number
 - f. Starting and ending date (month and year)
 - g. Hours per week
 - h. Salary
 - i. High School Graduation/GED information. Month and year graduated or date GED received plus name/location to include city and state.
 - j. Complete names and telephone numbers of 3 professional/employer references (must be within the past 5 years). List people who are not related to you and who know your qualifications and fitness for the kind of job for which you are applying.
2. Copy of Official College Transcript can be accepted for verification/documentation. (If selected, applicant **must provide Official College Transcripts.**) **(REQUIRED)**
3. Copy of Valid State Driver's License **(REQUIRED)**

Other supporting documents:

1. Form BIA 4432, available at [Verification of Indian Preference for Employment \(PDF \(https://www.bia.gov/online-form/verification-indian-preference-employment\)\)](https://www.bia.gov/online-form/verification-indian-preference-employment), Verification of Indian Preference for employment, **is required** for claiming Indian Preference. The form must be completed by the appropriate official with the federally recognized tribe where the applicant is enrolled as a member. No other form will be accepted.
2. OF-306, Declaration of Federal Employment can be located at https://www.opm.gov/forms/pdf_fill/of0306.pdf **(will be required upon selection)**
3. Indian Child Protection Requirement Form, must contain original signature and date **(will be required upon selection)**. This position is covered by P.L. 101-647, Indian Children Protection Requirements, and persons convicted of crimes enumerated in the law are not eligible for the position. (2019 version) <https://www.bie.edu/sites/default/files/documents/idc2-104343.pdf> **(https://www.bie.edu/sites/default/files/documents/idc2-104343.pdf)**
4. Copy of Official College Transcripts can be submitted as verification of post-secondary education. (If selected, applicant **must provide Official College Transcripts for final verification and pay setting.**)
5. Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at: <https://www.gsa.gov/forms-library/motor-vehicle-operators-license-and-driving-record> **(https://www.gsa.gov/forms-library/motor-vehicle-operators-license-and-driving-record)**, **(USE NONFILLABLE PDF VERSION)**. Optional during the application process; however, selectee will be required to submit as part of the pre-appointment process.

6. Copy of most recent SF-50, Notification of personnel Action, for current or former Federal employees to indicate prior Federal service and/or highest previous rate.

7. DD214 (member copy 4) for consideration of service credit for leave purposes.

Applicant's qualifications will be evaluated solely on the information submitted by them in their applications.

- Applications become part of the official record and will not be duplicated or returned.
- This office will accept telefaxed applications.
- Applications mailed using Government postage and/or envelopes are in violation of OPM and postal regulations and not be considered.
- E-mailed applications/resumes will NOT be accepted.

Applications and all accompanying documents must be received by 05/31/2021 - 4:30 pm, Mountain (DST).

SCHOOL MAILING ADDRESS: Flandreau Indian School 1132 N. Crescent St. Flandreau, SD 57028

FAX SIGNED AND DATED APPLICATIONS TO: (605) 997-2601

FOR INFORMATION CONTACT: Shawn Dahmen, Business Technician/Personnel
(605) 997-3773 ext. 2142

For VERIFICATION of our receipt of your application-resume, please contact: Shawn Dahmen, Business Technician/Personnel, (605) 997-3773 ext. 2142

Source URL: <http://www.bie.edu/jobposting/2021-fis-08>