

CHEYENNE RIVER SIOUX TRIBE
TRIBAL COUNCIL
LEGISLATIVE SPECIALIST

General Statement of Duties: Provides administrative/secretarial duties, legislative and performs research at the direction of and in support of the fifteen (15) members of the Cheyenne River Sioux Tribal Council.

Supervision Received: Works under the immediate supervision of the Vice-Chairperson of the CRST Tribal Council.

Supervision Exercised: All Tribal Council Office staff as delegated. Serves as lead and responsible for monitoring time and attendance of subordinate staff.

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

Provides research for Tribal Council regarding legislative subject matter, current events, and to keep current with Tribal Council proceedings and actions that affect and/or contribute to the tribal government and the Cheyenne River Sioux Tribe.

Performs administrative duties such as typing, filing, answering phones, routing messages, and checking mail as necessary.

Will be responsible for dictation and transcribing of minutes for those Tribal Council committees assigned by the CRST Vice-Chairperson. Will provide oversight to subordinate staff to ensure minutes are accurate with grammar and punctuation in preparation for Council week.

Will provide office management of staff cuff accounts, processing of purchase orders, finance vouchers, journal vouchers, etc. Will delegate these duties periodically to subordinate staff and work close with Council Secretary in processing Tribal Council travel and mileage.

Shall be responsible for the coordination and dissemination of the monthly calendar for Tribal Council committee meetings.

Works closely with lobbyists and congressional staff regarding legislative updates, reports, media announcements, meetings, as well as correspondence received and disseminated to all Tribal Council members via email, telephone, texts, etc. Provide updates to Tribal Council on all points of interest regarding the legislative subject matter.

Will work with the CRST Administration and Legal Department in preparation and scheduling for congressional site visits, appropriation/Impact week, local, and state legislative topics and areas of tribal interests. Assist in compiling packets for presentation and dissemination accordingly.

Other duties as assigned, within the scope of the position.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Knowledge of office and personnel management. Excellent written and oral communication skills. Familiarity with legislative, administrative and judicial systems. Must possess the ability to research and analyze relevant constituent issues, to track legislation and prepare member briefings and materials. Ability to perform multiple tasks accurately and efficiently under time constraints. Ability to work both independently and cooperatively. Ability to exercise professional judgment and maintain strict confidentiality. Ability to operate and maintain an office computer/laptop and necessary software systems. Knowledge and ability to work with Microsoft Office and internet functions. Ability to create and maintain permanent legislative files for applicable Tribal resolutions, codes, ordinances, etc. Possess a working knowledge of contemporary office practices and procedures. A working knowledge of general accounting and budgeting procedures. Record and transcribe Tribal Council Committee meeting minutes. Shows initiative and sound judgement with an ability to react resourcefully under varying conditions. Recognize methods of productivity and the ability to effectively delegate duties/assignments accordingly. Establish and maintain effective working relationships with subordinates, other agencies, and the general public. Must be able to operate all standard office equipment.

Education: Minimum Associates Degree in Public Administration, Business Administration, Political Science, Communications, or related field; or three (3) years experience.

Experience: Three (3) years, (5 years preferred), of work experience in legislative and/or government affairs.

OR

An equivalent combination of education, training, and experience to equal three (3) years.

Special Requirements: Required to submit to CRST Drug Testing Policy. Submit to Tribal/local background checks. Maintains confidentiality at all times.

Revised: 11.7.22 (BW)