



UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN EDUCATION
Cheyenne-Eagle Butte School
Administration
P.O. Box 672
Eagle Butte, SD 57625



VACANCY ANNOUNCEMENT
THIS ANNOUNCEMENT MAY BE ACCESSED @ WWW.C-EB.COM

POSITION TITLE: Clerk II – Elementary School

LOCATION: Cheyenne Eagle Butte School, Eagle Butte, SD

SALARY RANGE: Level 01/05 \$13.40 per hour thru Level 01/21 \$19.50 per hour

ANNOUNCEMENT NUMBER: 10-24-CEB

ISSUING DATE: 07-19-2010

CONTRACT INFORMATION: School Year Contract

CLOSING DATE: 07-30-2010

LIVING AND WORKING CONDITIONS: Government rental housing may be available.

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 (status or reinstatable) 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.

STATEMENT OF DUTIES: 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.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS: Graduation from high school or equivalent. A qualified typist is required for some positions.

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.

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 maybe 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.

HOW TO APPLY: The following forms must be submitted in order to have a complete application:

1. Applicants may file using an OF-612, Application for Federal Employment, a resume or any other written format of the applicant's choice. In addition to the OF-612, applications, resumes or other written formats **MUST CONTAIN:** Job Announcement Number; Education; Work Experience (Position Title, Employment Dates, Salary); and Supervisor's name and telephone number. Also include information on other job qualifications and references. Application or resume must have original signature and current date.
http://www.opm.gov/forms/pdf_fill/of612.pdf
2. Form BIA 4432, 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.
3. College Transcript is required for verification/documentation that the Basic Qualification Requirements have been met.
4. Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employees.
5. OF 306, Declaration for Federal Employment (Required).
6. Applicant Screening Questionnaire (Required).
7. High School diploma or GED required.
8. Self-Certification Statement of Typing Proficiency (attached)

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 Veteran Preference determination, Indian Preference, education, training and/or experience. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

Applications become part of the official record and will not be duplicated or returned. This office WILL fax vacancy announcements AND accept telefaxed applications. Applicant's qualifications will be evaluated solely on the information submitted by them in their applications.

Applications and all accompanying documents must be received by the close of business (5:00 p.m. MST) on the closing date of the announcement. E-Mailed applications/resumes will NOT be accepted.

MAIL APPLICATIONS TO:

Cheyenne-Eagle Butte School
Administration
P.O. Box 672
Eagle Butte, SD 57625

FOR ADDITIONAL INFORMATION: Contact Nickie Shepherd, Secretary (HR) at (605) 964-8777