

Sisseton-Wahpeton Oyate

Job Description

Job Title: Probate Clerk – Temporary for One Year

Reports to: Realty Manager

Summary:

This position is located in the Branch of Tribal Realty and works closely with the local BIA Legal Administrative Specialist. The purpose of this position is to assist the BIA with the probate backlog and is only for one year.

Duties and Responsibilities:

- Provide support assistance to the BIA Legal Administrative Specialist in obtaining documents needed to complete probate case prep. Documents include last will and testaments, birth certificates, death certificates, marriage certificates, divorce decrees, enrollment certificates, family affidavits, etc.
- Perform extensive research for probate cases by conducting interviews with beneficiaries and interested parties. This may require local travel to personally interview and obtain information from beneficiaries and local agencies.
- Identify and verify all information obtained through interviews and research is correct.
- Determine the accuracy of contact information of possible heirs.
- Submit completed case prep files to the BIA Legal Administrative Specialist.

Qualifications:

- Computer proficiency in Microsoft Word and Excel.
- Ability to communicate directly and diplomatically with the public.
- Ability to organize and maintain a filing system.
- Able to use the internet and other available resources to research information as needed.
- Must have a valid drivers license.
- Ability to maintain confidentiality.

Education and/or Experience:

- Associates Degree and/or specialized experience in Probate & Estate Services.

Approved  Date 9-28-26