

Sisseton-Wahpeton Oyate

Job Description

Job Title: Office Manager

Reports to: Public Defender

The Office Manager for the SWO Public Defender will operate all of the day to day work for the administration of fast paced Law Office. Duties will include but are not limited to;

1. Answering phones and providing Advocates and Attorneys with their message while maintaining a call log.
2. Responsible for all of the office mail such as sending mail processing letters and keeping a mail log.
3. Budget responsibilities. Working with the Chief Public Defender and other staff on developing and watching over the budget and expenditures.
4. Working with the Finance Office and Budget office on all financial and budgetary matters.
5. Processing invoices and expenses through the Tribal Finance Department and ensuring invoices are paid in a timely manner.
6. Ordering supplies for the Office as needed.
7. Assisting the Attorneys and Advocates in keeping and maintaining mileage and up-keep on the program vehicle.
8. Assisting in events that might occur under the Tribal Public Defender's Office.
9. Ability to speak with and interview potential clients.
10. Assist Attorneys and Advocates in drafting correspondence and in maintaining legal files.

Qualifications/Skills

1. GED or High School Diploma
2. Experience in an office setting.
3. Thorough knowledge of Microsoft Office including MS Word and MS Excel
4. Ability to organize and a motivated self-starter.
5. Knowledge of how to use the Internet.
6. Knowledge of Tribal Program budgets and Tribal finance.
7. Maintain complete confidentiality for all cases.
8. Interest in the law or criminal law considered a plus.
9. Must not have any current criminal charges pending in Tribal, State or Federal Court.
10. Must be able to acquire a Tribal Advocate's license and be willing to go to Tribal Court if needed.
11. Must not have been convicted of a crime involving dishonesty. Including fraud, false impersonation, and theft by deceit etc.

Approved



Date

5-15-17