

OGLALA LAKOTA HOUSING AUTHORITY (OLHA)

Position Description

JOB TITLE: Clerk for Administrative Law Judge

DEPARTMENT: Office of the OLHA Administrative Law Judge

SUPERVISOR: Administrative Law Judge (ALJ)

MISSION OF THE OGLALA LAKOTA HOUSING AUTHORITY:

The Oglala Lakota Housing Authority (OLHA) is responsible for developing, maintaining, and operating affordable housing in safe and healthy environments on the Pine Ridge Indian Reservation for occupancy by low-income Lakota families.

GENERAL JOB DESCRIPTION

Person in this position will be working under the general supervision of the Administrative Law Judge (ALJ), and under the immediate supervision of the OLHA Chief Executive Officer and will be required to understand and administer the clerk responsibilities for the OLHA Administrative Law Judge.

MAJOR DUTIES AND RESPONSIBILITIES

Assist with the Administrative Law Judge responsibilities to the Oglala Lakota Housing Authority.

Schedule all ALJ hearings in a timely and professional manner.

Ensure that proper notification is made to all persons involved the ALJ hearing.

Ensure that all persons involved in the ALJ hearings process have ample time for preparation.

Maintain a professional record of all ALJ hearings and outcomes.

Ensure that all ALJ hearings run smoothly and effectively.

Ensure that the decisions of the hearings are properly recorded, and copies are submitted to all persons involved in the matter in a timely manner.

Ensure that a record of all phone inquiries is properly maintained.

Ensure that all persons who are making inquiries, and all persons involved in any ALJ matter are treated respectfully and professionally.

QUALIFICATIONS FOR THE JOB

Education:

High School Diploma or GED required.

Associate or bachelor's degree preferred.

Experience:

1 year office administration clerical duties.

Experience in MOS (Word, Excel, Powerpoint, and Outlook).

Direct professional contact with the public.

Ability to address diverse clientele.

Excellent organizational and time management skills.

Strong interpersonal and adaptability skills.