

# **Sisseton-Wahpeton Oyate**

## **Job Description**

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**Job Title:** Administrative Assistant/Receptionist

**Reports to:** Office Manager / Public Defender

The Administrative Assistant / Receptionist serves as the first point of contact for clients, visitors, and personnel in the Public Defender's Office. This position provides essential administrative and clerical support to staff while ensuring the office operates efficiently, professionally, and with strict attention to confidentiality.

### **Key Responsibilities;**

#### **Reception & Client Interaction**

1. Greet clients, visitors, and other personnel in a professional and courteous manner.
2. Answer and route incoming phone calls; take messages.
3. Manage lobby flow and maintain a safe, orderly reception area.
4. Provide general information about office procedures (without offering legal advice).

#### **Administrative Support**

1. Prepare, file and organize legal documents and correspondence as needed.
2. Maintain physical and possible electronic case files in compliance with confidentiality requirements.
3. Perform data entry and update case management systems.
4. Assist with the processing of incoming and outgoing mail, faxes, and emails.
5. Assist with court filings and documents as needed.

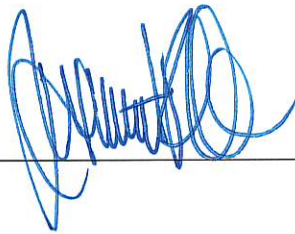
#### **Office Operations**

1. Assist with ordering office supplies as needed.
2. Support Public Defender and Tribal Advocate with clerical tasks as needed.
3. Perform other duties assigned.

**Job Qualifications:**

1. High School diploma or GED
2. Administrative, clerical, or receptionist experience.
3. Strong organizational and time management skills.
4. Excellent verbal and written communication skills.
5. Must not have any current criminal charges pending in Tribal, State or Federal Court
6. Must not have been convicted of a crime involving dishonesty. Including fraud, false impersonation, and theft by deceit etc.
7. Must have computer skills and knowledge of Microsoft Office and general office equipment.
8. Ability to maintain strict confidentiality and be able to handle sensitive information.
9. Ability to multitask and prioritize in a fast-paced environment.

Approved \_\_\_\_\_



Date \_\_\_\_\_

1-15-26