

**LOWER BRULE SIOUX TRIBE
LOWER BRULE ELECTION -2022
JOB ANNOUNCEMENT**

JOB TITLE: Election Registrar (Temporary position)

JOB SUMMARY: The Election Registrar will work in the Election Board office under the indirect supervision of the Election Board. The daily hours are 8:00 am – 4:30 pm, Monday through Friday starting June 2022 through October 2022.

Duties/Responsibilities/Requirements:

- Accept the nominating petitions from the Candidates.
- Track address/resident changes and update information.
- Update Voter list as changes request.
- Make copies of the Election Ordinance.
- Make copies of the Constitution and By Laws
- Send out Request for absentee ballots.
- Fed Ex absentee ballots as per request.
- Track and record absentee ballots mailed out.
- Perform other related duties as assigned.
- Must pass a federal and state background check prior to hire.
- Must pass a drug and alcohol test prior to hire.
- A Notary Public is preferred but not necessarily required.

TO APPLY: Pick up and submit LBST application to:

**Human Resources Dept.
Lower Brule Sioux Tribe
187 Oyate Circle
Lower Brule, SD 57548**

Opening Date: 3/03/22

Closing Date: Until Filled