



Lower Brule Sioux Tribe Law Enforcement Wage Scale

Job Announcement

Lower Brule Sioux Tribe Law Enforcement

JOB TITLE: Law Enforcement Assistant (LEA)

JOB CLASS: Depending on Experience (DOE)

SALARY BAND: GS Grade 4, 5, 6

SUPERVISION RECEIVED:

This position is located within the Lower Brule Sioux Tribe Law Enforcement, Police Department, Lower Brule Sioux Reservation, Lower Brule South Dakota. This critical/sensitive position serves in the Lower Brule Sioux Tribe Law Enforcement Criminal Investigation Division. Law Enforcement Assistant (LEA) reports to the Lower Brule Sioux Tribe Law Enforcement Criminal Investigator/Special Agents or designee.

JOB SUMMARY:

The law enforcement assistant is a non-sworn employee of the Lower Brule Sioux Tribe Law Enforcement. The objectives of the position are to provide routine and complex administrative, clerical, and various other assigned services to the Lower Brule Sioux Tribe Law Enforcement Criminal Investigation Division.

GENERAL STATEMENT OF DUTIES:

ESSENTIAL DUTIES & RESPONSIBILITIES

- Provide clerical support: This includes making copies, filing documents, responding to emails and phone calls, processing incoming mail, electronic communications and managing inventories.
- Handle data entry and record management: They are responsible for keeping records and preparing reports for court related activities and other law enforcement agencies. Prepare and organize reports as required by collecting data for input into reports for daily, weekly and monthly reports. Processing data requests and reports as requested from the public and other law enforcement agencies.



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- Data entry and file maintenance: to include but not limited to NCIC, NIBRS, IAFIS, UCR and other law enforcement reporting systems.
- Interact with the public: They may assist citizens with complaints and provide customer service.
- Manage budgets and schedules: They oversee Lower Brule Sioux Tribe Law Enforcement Criminal Investigation Divisions budget, pay bills, purchase supplies, and schedule appointments and travel.
- Maintain confidentiality: They must handle sensitive information and ensure the security of records.
- Other duties as assigned by Criminal Investigator/Special Agent or their designee.

Qualifications:

- Experience in office management, record keeping.
- Strong typing skills with knowledge in Microsoft Word and Excel and other business office software.
- Ability to read, type and understand correspondence, memoranda and other written material.
- Skills in proper grammar, perform research, assemble information, and prepare reports and studies.
- Ability to operate computers and police radios.
- To succeed in this role, candidates need strong organizational skills, excellent communication, and the ability to work under pressure and multi-task. The ideal candidate will deal tactfully and effectively with all department personnel, outside agencies and public.

ESSENTIAL QUALIFICATIONS:

Conditions of Employment

- U.S. Citizenship Required



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- As a condition of employment for accepting this position, you will be required to successfully complete a probationary period during which your fitness and whether your continued employment advances the public interest will be evaluated
- A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.
- Incumbent is required to operate a government motor vehicle, must possess a valid driver's license, and have a safe driving record within the 4-year period immediately preceding submittal of GSA Form 3607.
- This position is subject to both pre-employment and random drug testing as a condition of employment. Applicants will not be appointed to the position if a verified positive drug test is received.
- Must be able to pass Federal, State and Tribal local background checks in accordance with P.L. 101-630 and P.L. 101-647. Must have never been convicted of any Federal, State and Tribal offenses. Must not have any misdemeanor convictions with one (1) year prior to appointment.

EXPERIENCE AND EDUCATION REQUIREMENTS:

Preferred Qualifications

Any type of work that demonstrates the incumbent's ability to perform the work of the position, or experience that provided a familiarity subject matter or processes the broad subject area of the occupation.

ACKNOWLEDGEMENT:

"This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential duties, tasks, functions, or responsibilities not listed herein. The Lower Brule Sioux Tribe Law Enforcement reserves the right to add, modify, or exclude any essential or non-essential requirements at any time. Nothing in this job description, or by the completion of any



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requirements of the job by the employee, is intended to create a contract of employment of any type."

"We utilize the tribal point system. Please submit all pertinent, required documents with your application i.e., copy of high school diploma, GED equivalency certificate, college transcripts/degree (if applicable), vocational training/job skills or experiences (if applicable to the position), you feel may help you qualify for this position, driver's license, tribal enrollment verification, and DD-214 Veteran's Preference documents will be utilized in the rating of applicants, and points given accordingly."

To Apply:

Submit LBST application/Resume, degrees, college transcripts, driver's license, DD214 (if applicable), LBST enrollment verification (if applicable), all documents that pertain to this job announcement.

Submit Tribal Application to:

Lower Brule Sioux Tribe
Personnel Department
187 Oyate Circle
Lower Brule, SD 57548

Opening Date: August 6th, 2026

Closing Date: Until Filled