UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN EDUCATION
Flandreau Indian School
Flandreau, SD

Clerk - Flandreau, SD (Job #2026-D70F02-010-R1)

POSITION TITLE & GRADE:	Clerk, CY-0303-01
POSITION INFORMATION:	Full time, School Year,
SALARY RANGE	$17.44 to $25.37, Per Hour
LOCATION:	Department of the Interior, Indian Affairs, Bureau of Indian Education, Flandreau Indian School, Flandreau, SD

ANNOUNCEMENT NUMBER:	2026-D70F02-010-R1 Readvertisement
VACANCIES	1
ISSUE DATE:	10/23/26
CLOSING DATE:	11/06/26 - 04:00 pm , Central Timezone

The Bureau of Indian Education's mission is to provide quality education opportunities from early childhood through life in accordance with the tribes' needs for cultural and economic well-being and in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities. The Department of the Interior (DOI) places a high value on diversity of experience and cultural perspectives and encourages applications from all interested eligible candidates. Diversity, equity, inclusion, and accessibility (DEIA) are fundamental principles that guide the Department and allow us to successfully achieve our mission.

JOIN US AS WE INSPIRE THE NEXT GENERATION!

STATEMENT OF DUTIES:

Incumbent will create and maintain a safe, positive learning environment to ensure the holistic development of each student and staff member through cultural, social, spiritual, physical and academic experience. Incumbent will support the Bureau of Indian Education's mission, which is to provide high quality education opportunities from early childhood through life while considering a tribe's need for cultural and economic well-being. In performing this mission, the BIE takes into account the spiritual, mental, physical, and cultural aspects of school-aged children within their family and tribal community. To meet its trust responsibility to Indian Tribes, BIE works to strengthen education opportunities for American Indian students to be successful and competitive globally; to enhance student participation in their tribal communities; and support tribes in nation-building, in development of the next generation of tribal leaders.

INDIAN PREFERENCE POLICY:

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Consideration will be given to Non-Indian applicants in the absence of qualified Indian Preference eligible.

EQUAL OPPORTUNITY EMPLOYER:

Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.

REASONABLE ACCOMMODATION LANGUAGE:

This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.

RESPONSIBILITIES:

The Clerk in the Home Living Department works under the supervision of the Home Living Specialist and provides administrative and clerical support for departmental programs and services that benefit students. The incumbent assists with daily office operations and performs assignments as directed by the Home Living Specialist or designee to support the effective operation of the Home Living program.

• Receives both personal and business telephone callers, from her/his knowledge of policies and procedures he/she can furnish pertinent information or answer inquiries of routine nature and refers technical questions to appropriate personnel.
• Edits all information received to determine administrative completeness and accuracy (e.g., attachments, address, spelling, punctuation, capitalization, etc.) obtains additional or corrected information from office records, from standard reference sources or from the originator as appropriate. Selects and utilizes proper terminology and phraseology to complete drafts, brief instructions, and other such materials for proper presentation in the required format.
• Types completed materials in final format, proofreads and assembles from meetings, telephone conversations, conferences and reports. Submits all complete materials for coordination or signature clearance. The most frequent requirements include administrative documents such as letters, and recurring or special reports.
• Setting up files and records; composing and typing routine correspondence; gathering and researching files; assists supervisor in formulating replies and special reports. This is accomplished through discussion with the supervisor, input, and gathering background information.
• Oversees maintenance of office equipment and the maintenance agreements for office equipment.
• Performs a variety of other related clerical duties as assigned

SUMMARY OF QUALIFICATIONS REQUIRED:

NOTE: This is a READVERTISEMENT. Applicants that previously applied will be considered and need NOT re-apply UNLESS to UPDATE their applications.

Refer to BIE Job Category Standards for additional qualification requirements and substitutions for education. Applicants must meet the qualification requirements contained in the BIE Job Category Standard.

NOTE: Persons submitting incomplete applications will be given credit only for the information they provide. It is the applicant's responsibility to submit all required documentation in support of their application in order to receive full credit for their Indian Preference, education, training and/or experience. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

• High school diploma or GED
• Qualified typist – Self-Certification Typing form available online – https://www.bie.edu/topic-page/forms

CONDITIONS OF EMPLOYMENT:

• Must be able to obtain and maintain a background clearance.
• Must obtain and maintain a valid State issued driver's license.

PHYSICAL REQUIREMENTS:

• Good distant vision and ability to read printed material the size of typewritten characters.
• Ability to hear the conversational voice with/without a hearing aid.
• Must have mental and emotional stability.

BASIS OF RATING:

Once the announcement has closed, all applicants for this position will be rated based upon the extent and quality of their experience, training and/or education as reflected on their resume. The judgement of qualification will be based on materials submitted, therefore, it is the applicants' advantage to give complete thorough and complete information in a neat and orderly fashion.

SPECIAL REFERENCE:

- U.S. Citizenship is required. You will be required to provide proof of U.S. Citizenship.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration if selected.
- Multiple positions may be filled from this announcement.
- All selections under an announcement must be made within 3 months from the issuance date of the certificate referral list.
- Contract Length: School Year
- Tour of Duty: Full Time (Seasonal)
- The Bureau of Indian Education has determined that the duties of this position are **NOT** suitable for telework under any circumstances.
- FLSA: Non-Exempt
- Position is covered by Bargaining Unit/Union - Federation of Indian Service Employees, American Federation of Teachers Local 4521
- One academic year (equivalent to two academic semesters) probationary period may be required.
- May require overtime work.
- Salary includes applicable locality pay.
- Direct Deposit of pay is required.
- A Recruitment Incentive **IS NOT** offered.
- Student Loan Repayment Program (SLRP) **WILL NOT** be authorized.
- Government quarters **ARE** available.
- **DRIVING REQUIREMENT**: Incumbent may be required, as an incidental duty, to operate a government-owned or leased motor vehicle, in the performance of duties, therefore, a valid driver's license is required. Incumbent must have a safe driving record within the three-year period immediately preceding submittal of GSA Form 3607 and be able to meet the safe driving requirements of the Bureau of Indian Education.
- Applicant is subject to a favorable background investigation. This is a Non-Critical Low Risk Position subject to a favorable adjudicated background investigation.

The Investigative Process for Public Trust Positions: Background investigations for public trust positions are conducted to gather information to determine whether applicants are reliable, trustworthy, of good conduct and character, and loyal to the U.S. The information that provided on the Questionnaire for Public Trust Positions (SF-85P) and the Declaration for Federal Employment (OF 306) may be confirmed during the investigation. The investigation may extend beyond the time covered by this form, when necessary to resolve issues.

The applicant's current employer may be contacted as part of the investigation, although the applicant may have previously indicated on applications or other forms that the applicant did not want the current employer to be contacted. If the applicant has a security freeze on their consumer or credit report file, then the agency may not be able to complete the investigation, which can adversely affect the applicant's eligibility for a public trust position or the ability to obtain Federal or contract employment. To avoid such delays, the applicant must request that the consumer reporting agencies lift the freeze in these instances.
In addition to the questions on the SF-85P, inquiry also is made about the applicant's adherence to security requirements, the applicant honesty and integrity, falsification, misrepresentation, and any other behavior, activities, or associations that tend to demonstrate a person is not reliable, trustworthy, or loyal.

After a suitability /fitness determination is made, the applicant may also be subject to continuous vetting which may include periodic reinvestigations to ensure the employee is continuing suitability for employment.

NOTE:

Persons submitting incomplete applications will be given credit only for the information they provide. It is the applicant's responsibility to **submit all required documentation** in support of their application in order to receive full credit for their Indian Preference, education, training and/or experience. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

HOW TO APPLY:

Required Documents

NOTE: To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

To apply for this position, submit a complete Application Package to include the following:

- **Your resume which may be submitted in any written format of your choice.** It must clearly identify the following:
  - Vacancy Announcement Number
  - Month and year of High School Graduation or date GED information received PLUS name of school, city, and state.
  - Complete contact information for employer reference (your supervisor) for last 12 months of employment. If none is available, you must provide a professional reference which is a person not related to you and who knows your qualifications and fitness for the kind of job for which you are applying.
- **Your resume must support the specialized experience described in this announcement.** Your work experience must contain the following:
  - Job Title
  - Duties
  - Accomplishments
  - Employer’s name and address
  - Supervisor's name and phone number
  - Starting and ending date (month and year)
  - Hours per week
  - Salary
- **Claiming Indian Preference**: Form BIA 4432, available at Verification of Indian Preference for Employment (PDF), Verification of Indian Preference for employment, **is required** for claiming Indian Preference. The form must be completed by the appropriate official with the federally recognized tribe where the applicant is enrolled as a member. No other form will be accepted.

Additional Documents (Optional):

- Cover Letter to resume: Cover letter providing your intent for employment and brief narrative of your qualifications or strengths for the position.
- Claiming Current or Prior Federal Service: Copy of most recent SF-50, DD03434 or other accepted equivalent to SF-50, Notification of personnel Action, to identify prior Federal service and/or highest previous rate.
- Claiming Additional Education: Copies of Official transcripts are preferred; student advisement and web-print outs are NOT acceptable submissions.

  Copies of Official or Unofficial College Transcript may be accepted for initial qualifications evaluation or pay setting. Transcripts MUST show the degree awarded, date conferred, and all required courses as required by the position. Please note, this may be shown with multiple transcripts.

  Upon tentative selection, you MUST submit Official transcripts for all colleges attended before final job offer can be confirmed.
- State Driver’s License: Copy of licensure as identified in the conditions of employment. It must reflect your name, issue date, expiration date, and endorsements (as applicable).
- Claiming Military Service: DD214 (member copy 4) for consideration of service credit for leave purposes.
- Future Military Retirees*: You are required to submit a copy of your retirement DD Form 214 (Member 4 Copy) OR certification document** OR a copy of your retirement letter AND a copy of your terminal leave request (if applicable). You will be required to provide your DD Form 214 (Member 4 Copy) upon issuance.
- Future Separation from the Military*: You are required to submit a copy of your most recent DD Form 214 (Member 4 Copy) OR certification document** OR a copy of your most recent active duty orders AND a copy of your terminal leave request (if applicable). You will be required to provide your DD Form 214(Member 4 Copy) upon issuance.

  *Active duty military members who are selected may not be appointed unless on terminal leave or already separated from the armed forces.

  ** The "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the date the certification is submitted. The Statement of Service must be signed by, or by direction of, the adjutant, personnel officer, or commander of your unit or higher headquarters, AND the Statement of Service letter must include your rank, dates of active duty service, the Type of Discharge, Character of Service (i.e. honorable), and, if applicable, when your terminal leave will begin.

Applications and all accompanying documents must be received by 11/06/26 - 04:00 pm, Central.

SCHOOL MAILING ADDRESS:

	DOI-Bureau of Indian Education Flandreau Indian School 1132 N. Crescent Street
FAX SIGNED AND DATED APPLICATIONS TO:	Flandreau, SD 57028
FOR INFORMATION CONTACT:	(605) 997-2601 Shawn Dahmen, Business Technician (605) 997-3773, Extension 2142

For VERIFICATION of our receipt of your application-resume, please contact: Shawn Dahmen, Business Technician, (605) 997-3773, Extension 2142

Application Deadline

Applications and all accompanying documents must be received by the closing date & time of the announcement.

Applicant's qualifications will be evaluated solely on the information submitted by them in their applications.

Applications become part of the official record and will not be duplicated or returned.

This office accepts telefaxed applications.

Applications mailed using Government postage and/or envelopes are in violation of OPM and postal regulations and will NOT be considered.

This office does NOT accept applications via e-mail.

PLEASE NOTE: Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents like military orders and marriage certificates may contain personal information for other than the applicant.

Source URL: *https://bie.edu/jobposting/2026-d70f02-010-r1*