PERSONNEL

CHEYENNE and ARAPAHO TRIBES

PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

****VACANCY ANNOUNCEMENT****

POSITION: **Administrative Assistant**
DEPARTMENT: Enrollment
LOCATION: Concho, OK
ISSUE DATE: December 20, 2022 **CLOSING DATE:** Until Filled

GENERAL DESCRIPTION:
Under the supervision of the Enrollment Office Coordinator, the Administrative Assistant fulfills a variety of highly confidential and secretarial data entries to tribal citizen's personal information and collaborates with the Per Capita Office for address updates. The Administrative Assistant is required to maintain a positive rapport with various people such as the general public, vendors, and tribal staff. The Administrative Assistant must be an extremely well-organized individual, a self-starter, and the ability to multitask while maintaining a positive approach. ***Strong customer service skills and the ability to stay calm under pressure or when dealing with dissatisfied visitors are vital to the aspect of this position.***

DESCRIPTION OF DUTIES:
- Greet and courteously assist all visitors.
- Make sure the reception area is clean, sanitized, and organized.
- Answer incoming phone calls and route to appropriate staff.
- Intake of all incoming documents/forms from visitors and tribal staff.
- Create Tribal ID Cards.
- Turn in weekly deposits for departmental revenue.
- Create employee badges for tribal employees.
- Bill tribal departments for employee badges.
- Preparing and sorting documents for data entry.
- Entering data into database software and checking to ensure the accuracy of the data that has been inputted.
- Responding to information requests from authorized agencies and tribal programs.
- Perform other duties as assigned by supervisor

QUALIFICATIONS:
- High School Diploma or GED required.
- Proficient knowledge of office administration
- Computer literacy and familiarity with various computer programs such as MS Office
- Excellent interpersonal and team-building skills

- Analytical and problem-solving skills with strong attention to detail
- Effective organizational skills
- Highly proficient time and stress management skills

PERSONAL ATTRIBUTES:
The Administrative Assistant must demonstrate the following:

- Honesty and trustworthiness
- Respectfulness
- Flexibility
- Consistent punctuality
- The ability to adapt to change

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma
Personnel Department
P.O. Box 167
Concho, OK 73022
Or e-mail: atisdale@cheyenneandarapaho-nsn.gov
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at:www.cheyenneandarapaho-nsn.gov