**VACANCY ANNOUNCEMENT**

POSITION: Administrative Assistant  
LOCATION: C-1 Legislative Office, Concho, OK

ISSUE DATE: January 7, 2020  CLOSING DATE: January 21, 2020

GENERAL DESCRIPTION:
Incumbent will serve under the direction of the Cheyenne District 1 Legislator. Incumbent will be required to perform a wide range of clerical duties with minimum amount of supervision, have a pleasant attitude at all time with the public, be punctual, and must possess ability to exercise initiative and judgment.

DESCRIPTION OF DUTIES:
- Answer Phones/take messages
- Assist Tribal constituents
- Record Mail Log
- Able to set and maintain appointment schedule
- Maintain proper computer and paper files
- Responsible for all accountability for inventory
- Keep office organized and orderly
- Must maintain confidentiality on all office matters
- Must be willing to work beyond normal work hours of Monday thru Friday 8-5pm With occasional weekends

QUALIFICATIONS:
- High School Diploma or GED required
- Two years’ secretarial experience that includes demonstrated computer skills and knowledge
- Good grammar and communication skills with the ability to compose accurate and professional business letters
- Willing to work odd hours during busy seasons.
- Must be a Cheyenne and Arapaho Preference.
- Willing to learn the legislative process.
- Be ready for unexpected events in the field.
- Willing to travel to C-1 Districts for meetings and other community activities.

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@cheyennandarapaho-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